MEMORIAL USER MANUAL

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Guest Help

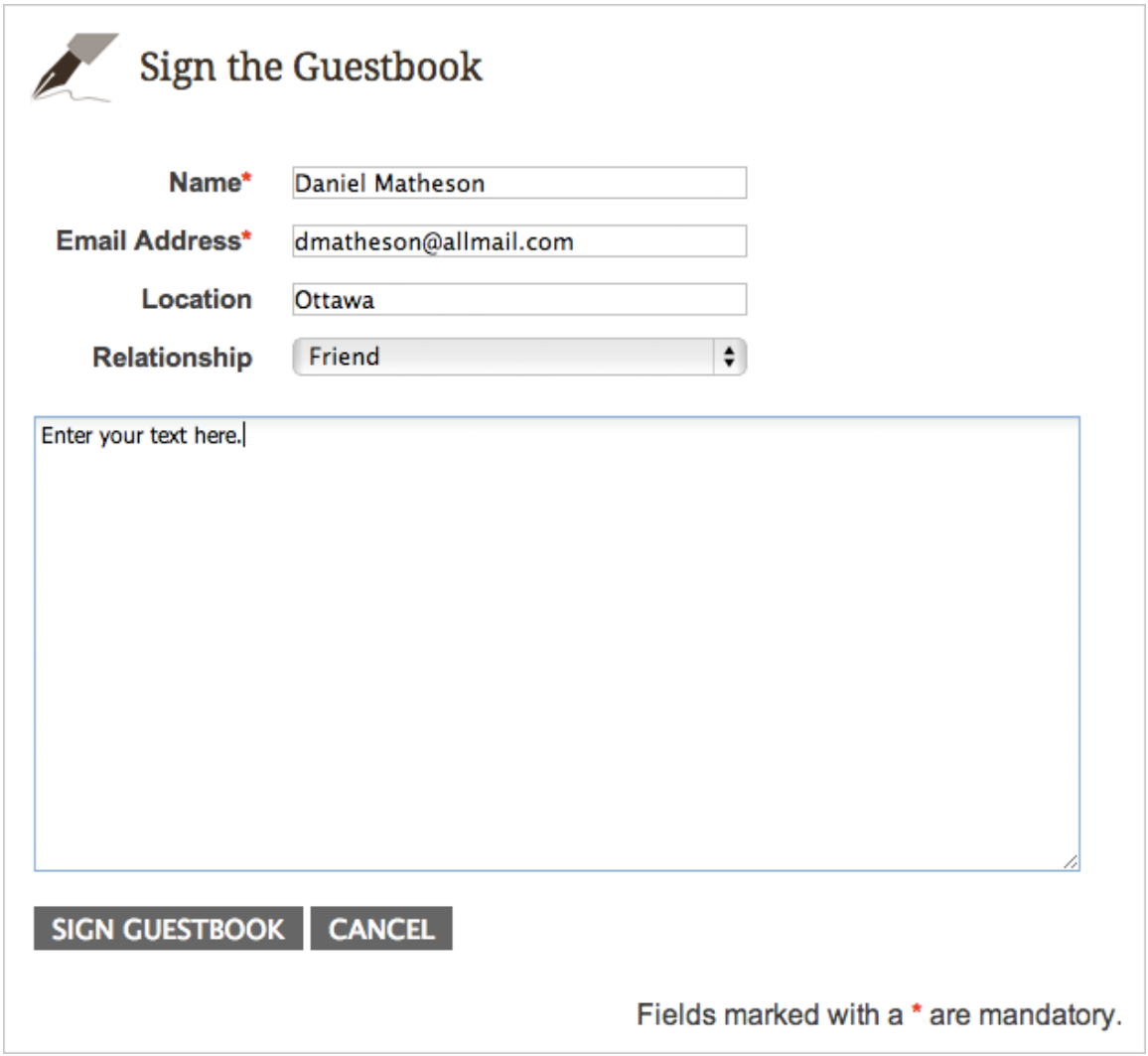
Getting Started

Welcome to the Online Memorial Help Desk. As a guest to this Memorial, we ask that you please take the time to review our terms and conditions.
If you have questions that are not answered in this online help, please contact us at support@permavita.com.

Sharing

Sign the Guestbook

Click the ***Guestbook*** tab.
Click the ***Contribute*** icon.
Enter your ***Name*** and ***Email Address***. Include ***Relationship*** and ***Location*** if desired.
Enter your guestbook entry.
Click ***Sign Guestbook*** to submit your entry or ***Cancel*** to cancel.



How to Edit your Existing Guestbook Entry

Click on your existing guestbook entry to edit.
Edit the information and message if necessary.
Click **Save** to save or **Cancel** to cancel.

Share a Story

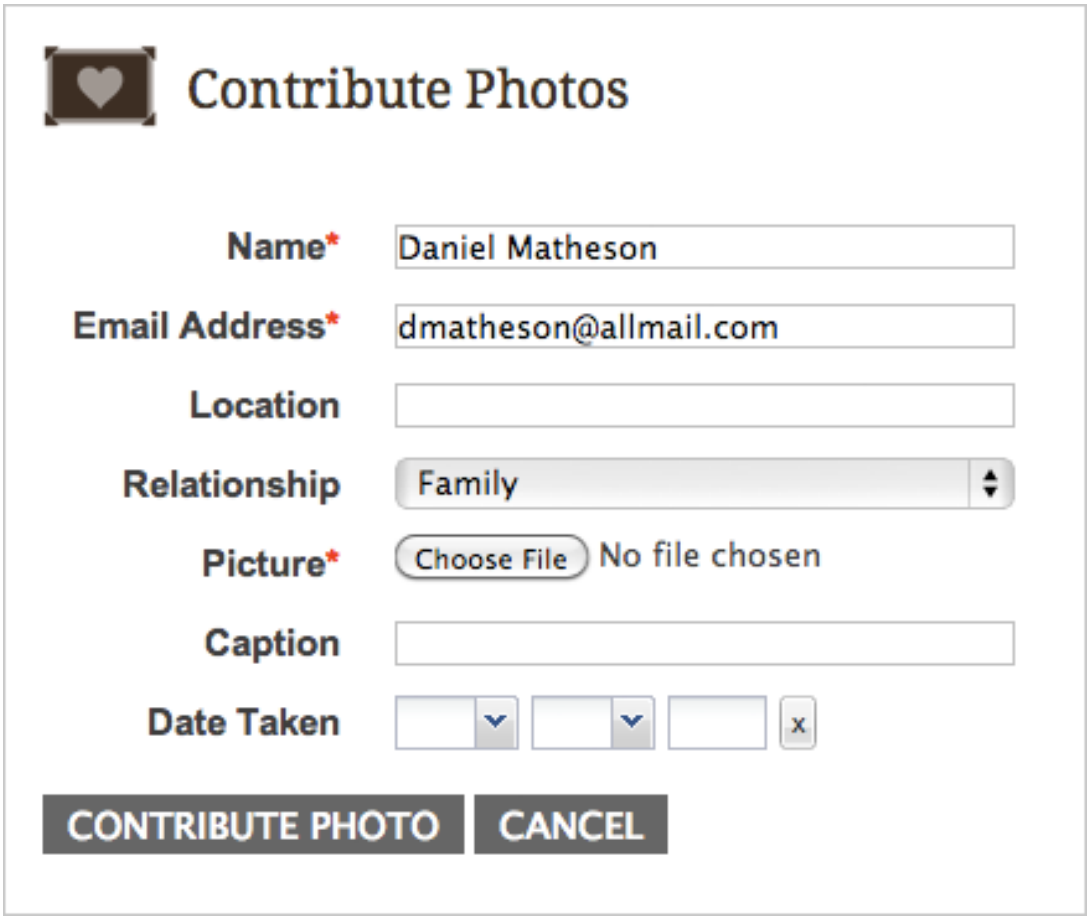
Click the ***Contribute*** Tab.
Click the ***Contribute a Story*** icon from the left sub-menu.
Enter your ***Name*** and ***Email Address***. Include ***Relationship*** and ***Location*** if desired.
Enter your story.
Add a photo to your story.
Click ***Contribute Story*** to submit your story or ***Cancel*** to cancel.

**Please note your contribution requires approval by the administrator before it is posted on the memorial site.

Share Photos

Click the ***Contribute*** Tab
Click the ***Contribute Photos*** icon from the left sub-menu.
Enter your ***Name*** and ***Email Address***. Include ***Relationship*** and ***Location*** if desired.
Click ***Browse*** to select the photo from your computer.
Add a ***Caption*** if desired.
Add the ***Date Taken*** if desired.
Click ***Contribute Photo*** to submit your photo or ***Cancel*** to cancel.

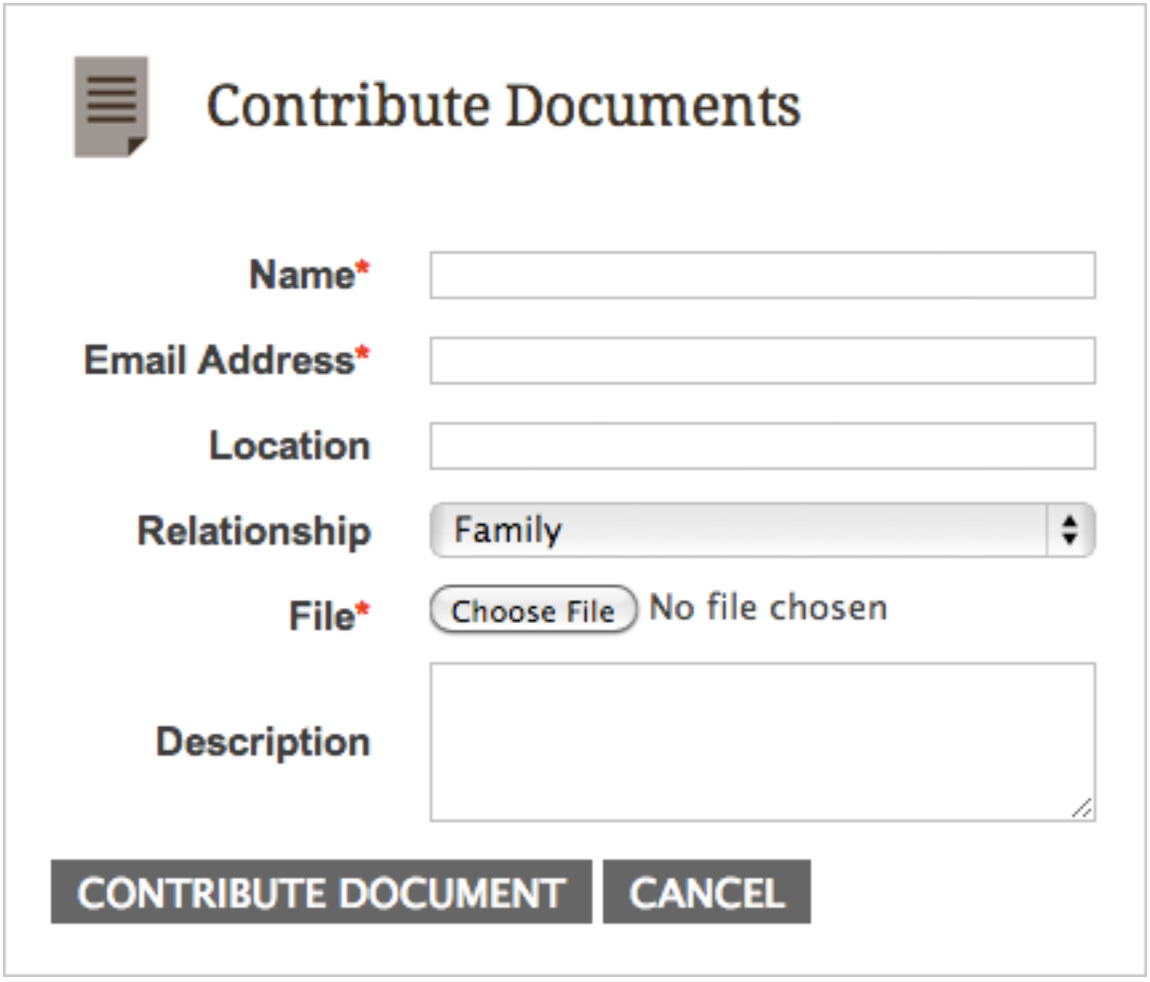
**Please note your contribution requires approval by the administrator before it is posted on the memorial site.



Share Documents

Click the ***Contribute*** tab.
Click the ***Contribute Documents*** icon from the left sub-menu.
Enter your ***Name*** and ***Email Address***. Include ***Relationship*** and ***Location*** if desired.
Click ***Browse*** to select the document from your computer.
Add a ***Description*** if desired.
Click ***Contribute Document*** to submit your document or ***Cancel*** to cancel.

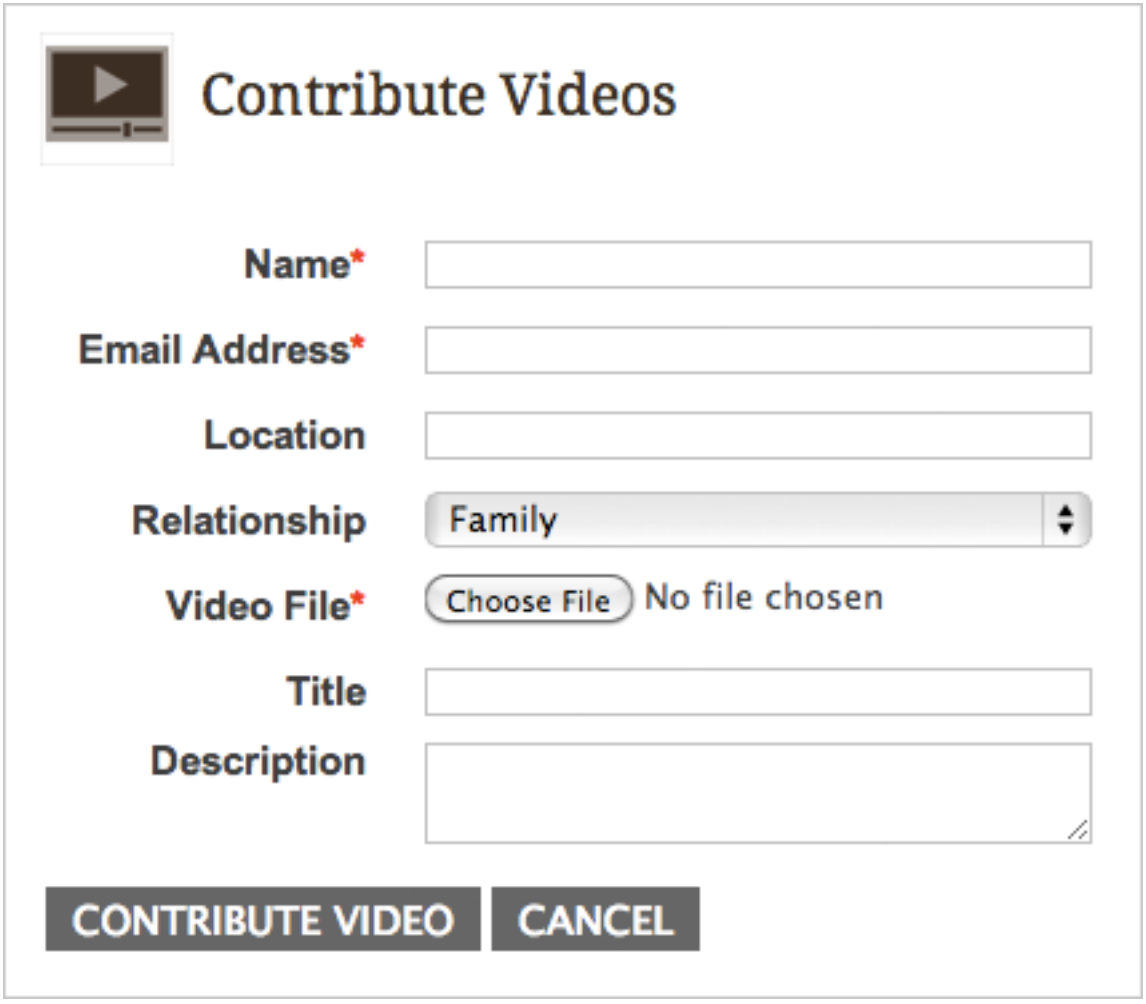
**Please note your contribution requires approval by the administrator before it is posted on the memorial site.



Share Videos

Click the ***Contribute*** tab.
Click the ***Contribute Videos*** icon from the left sub-menu.
Enter your ***Name*** and ***Email Address***. Include ***Relationship*** and ***Location*** if desired.
Click ***Browse*** to select the video from your computer.
Add a ***Title*** and ***Description*** if desired.
Click ***Contribute Video*** to submit your video or ***Cancel*** to cancel.

**Please note your contribution requires approval by the administrator before it is posted on the memorial site.

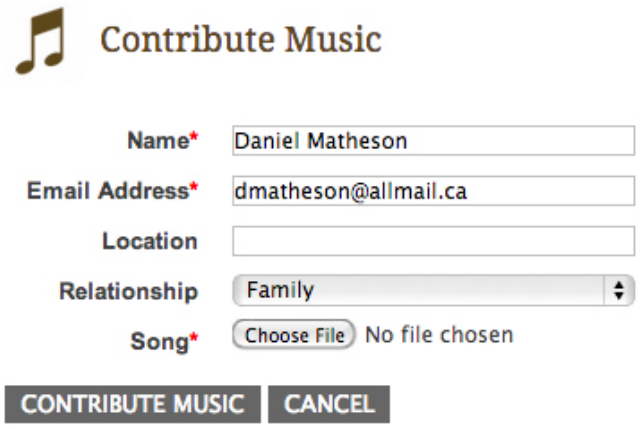


Play Music

Move the cursor to the music player.
Press the ***Play*** button to start the music.
Use the ***Back*** and ***Forward*** buttons to skip songs.
Use the ***Volume*** bars to change the volume.
Press the ***Stop*** button to stop the music.

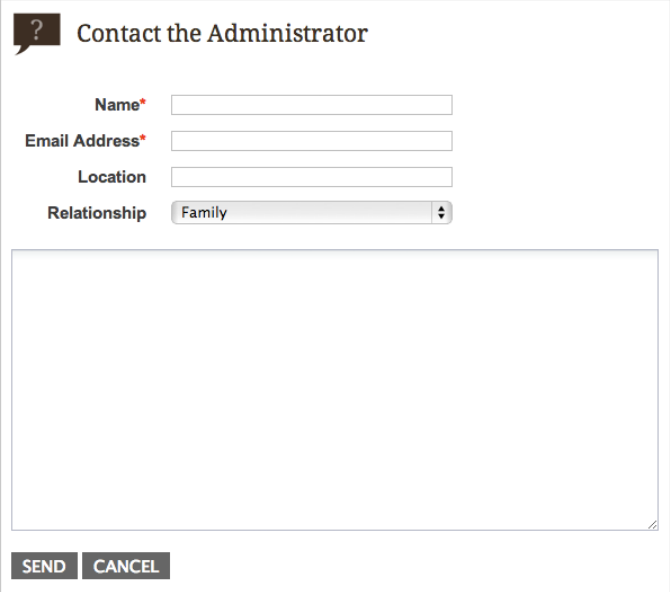
Share Music

Click the ***Contribute*** tab.
Click the ***Contribute Videos*** icon from the left sub-menu.
Enter your ***Name*** and ***Email Address.*** Include ***Relationship*** and ***Location*** if desired.
Click ***Browse*** to select the song from your computer.
**mp3 and m4a music file formats supported*
Click ***Contribute Music*** to submit your video or ***Cancel*** to cancel.



Contact the Administrator

Click the ***Contribute*** tab.
Click the ***Contact Administrator*** icon from the left sub-menu.
Enter your ***Name*** and ***Email Address.*** Include ***Relationship*** and ***Location*** if desired.
Enter a message.
Click ***Send*** to submit your message or ***Cancel*** to cancel.



Donations

How to Donate, Submit your Donation, and View the Donations Made

How to contribute:

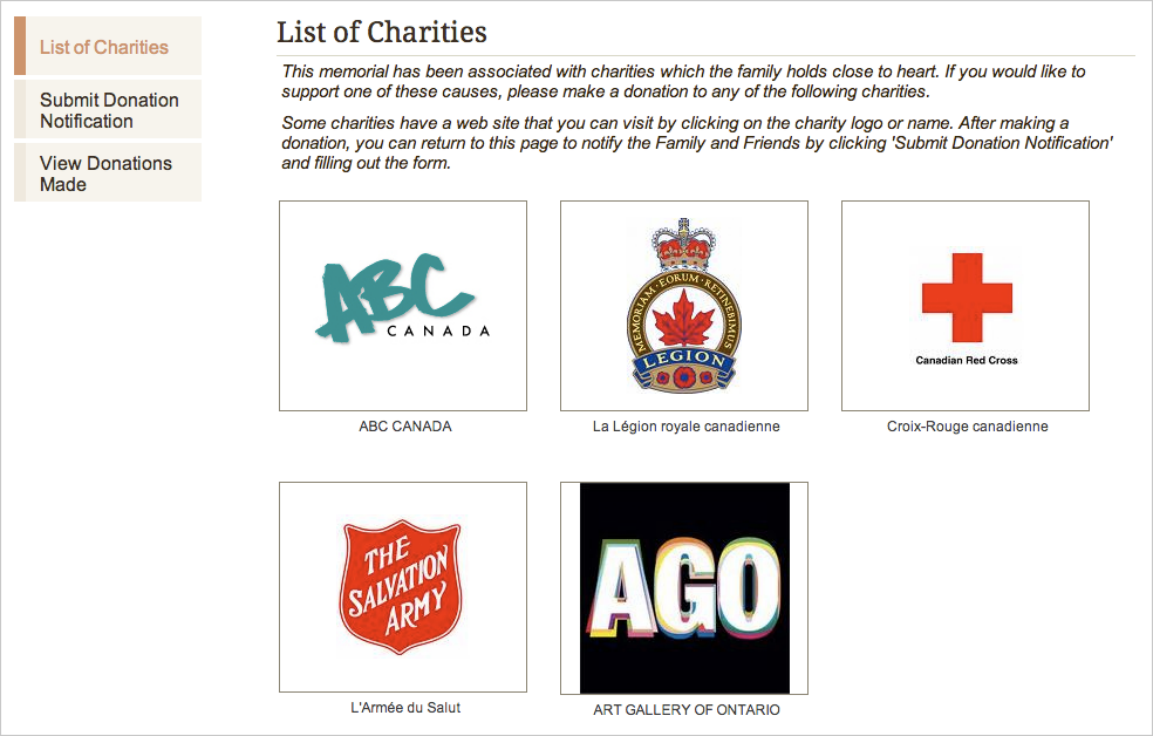
Click the ***Contribute*** tab.
Click ***Donations*** in the left-side sub-menu to see the list of charities.
Click on the charity you wish to donate to and make a donation through their website.

How to Submit Donation Notification:

Click ***Submit Donation Notification*** from the sub-menu to record your donation.
Enter your ***Name*** and select the ***Charity*** you have donated to from the drop-down list.
Enter your ***Email Address*** and postal address if desired.

Click the ***Submit*** button.

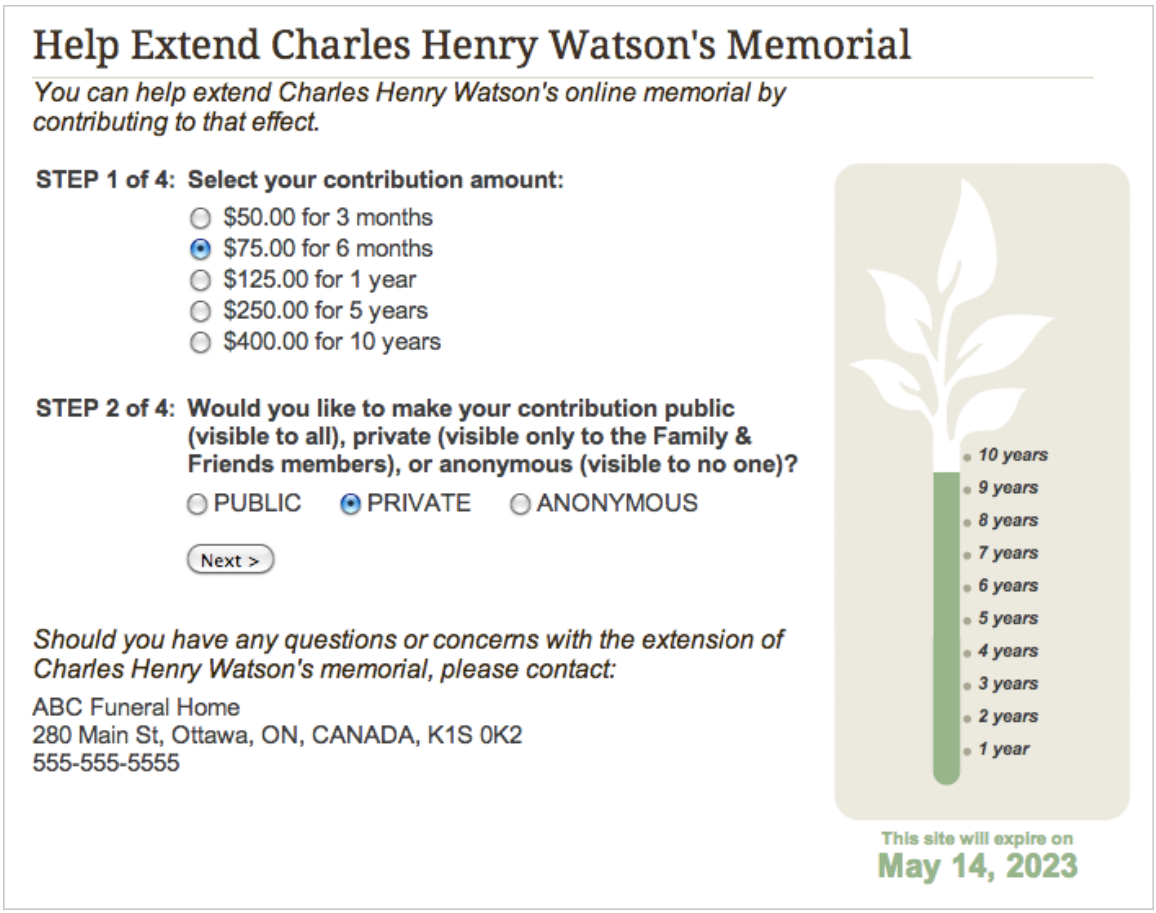
*You may view the list of donations made by clicking ***View Donations Made*** from the sub-menu.


List of Charities
Submit Donation Notification
View Donations Made
List of Charities
This memorial has been associated with charities which the family holds close to heart. If you would like to support one of these causes, please make a donation to any of the following charities.
Some charities have a web site that you can visit by clicking on the charity logo or name. After making a donation, you can return to this page to notify the Family and Friends by clicking 'Submit Donation Notification' and filling out the form.
ABC CANADA
ABC CANADA
La Légion royale canadienne
Canadian Red Cross
Croix-Rouge canadienne
THE SALVATION ARMY
L'Armée du Salut
AGO
ART GALLERY OF ONTARIO

Extend the Memorial

Keep the memorial page online by purchasing an extension. Even if you are not a family member, you're able to help extend the site as a gift to the family. By doing this family and friends will continue to have the opportunity to share their memories.

Select the ***Contribute*** tab.
Click the ***Help Extend Memorial*** tab in the left-side sub-menu.
Select your contribution amount and your choice of visibility options.
Click ***Next***.
Enter your address and payment information and click ***Next***.
Review the order and submit your payment by clicking on the ***Place Your Order*** button.


Help Extend Charles Henry Watson's Memorial
You can help extend Charles Henry Watson's online memorial by contributing to that effect.
STEP 1 of 4: Select your contribution amount:
$50.00 for 3 months
$75.00 for 6 months
$125.00 for 1 year
$250.00 for 5 years
$400.00 for 10 years
STEP 2 of 4: Would you like to make your contribution public (visible to all), private (visible only to the Family & Friends members), or anonymous (visible to no one)?
PUBLIC
PRIVATE
ANONYMOUS
Next >
Should you have any questions or concerns with the extension of Charles Henry Watson's memorial, please contact:
ABC Funeral Home
280 Main St, Ottawa, ON, CANADA, K1S 0K2
555-555-5555
10 years
9 years
8 years
7 years
6 years
5 years
4 years
3 years
2 years
1 year
This site will expire on
May 14, 2023

Order a Keepsake Book

Keepsake Memorial Books are a wonderful way to transform an online memorial into a beautiful physical heirloom. A Keepsake Book provides another format to share and store the unique memories of a loved one. Whether it's for someone who has limited access to the Internet or simply for those who prefer a physical hardcopy, a Keepsake Book is a sensible choice and a great gift to help remember a loved one forever.

Select the ***Contribute*** tab.
Click the ***Order a Keepsake Book*** tab in the left-side sub-menu.
Click on the green ***Order Your Book*** button.
Choose your ***Type*** and ***Cover*** and click ***Next.***
Choose your global configurations and preview your choices.
Confirm your choices and click ***Next.***
Review your order, specify the quantities that you wish to purchase, and click ***Next.***
Review the order and submit your payment by clicking on the ***Place Your Order*** button.

Order a Keepsake Book

Keepsake Memorial Books are a wonderful way to transform an online memorial into a beautiful physical heirloom. These Keepsake Books provide another format to share and store the unique memories of a loved one. Whether it's for someone who has limited access to the Internet or simply for those who prefer a physical hardcopy, a Keepsake Book is a sensible choice and a great gift to help remember a loved one forever.

The Keepsake Books are hardcover-bound and printed on photo quality paper. Choose from a selection of unique cover options and colors and preview the entire book before ordering.

Get started today.

CONTINUE YOUR ORDER

Administrator Help

The Administrator Access Page

Welcome to your Online Memorial Site. As a Site Administrator you have many ways to customize the site to honor the life of your loved one, from contributing life stories to adding memory-filled photos and videos. You can also invite family and friends to join you in helping to build the memorial, and each memorial page has a variety of sharing options including the ability to share on Facebook, send a Tweet, and/or share on Google +.

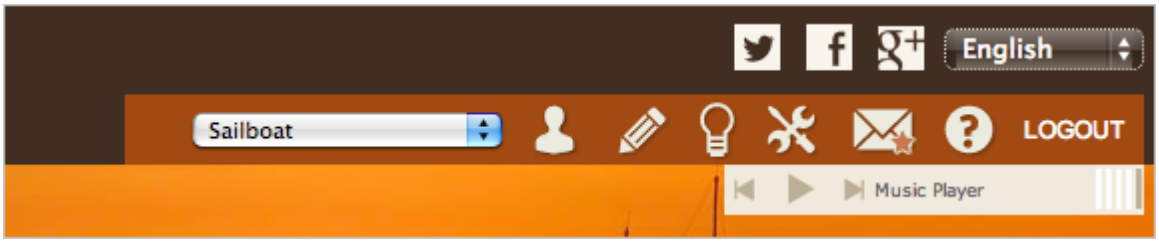
After activation you will receive an email containing the site URL (the website address for your memorial), your user id and your private password. You may also access the memorial site via the website of the Funeral Home or Cemetery from whom the memorial was purchased. Most websites contain an online memorials search from which you may locate your memorial site. Note: you must login every time you wish to make modifications to the memorial site and/or approve any tributes.

Please take the time to review our terms and conditions.
If you have questions that are not answered in this online help, please contact us at support@permavita.com .

Getting Started

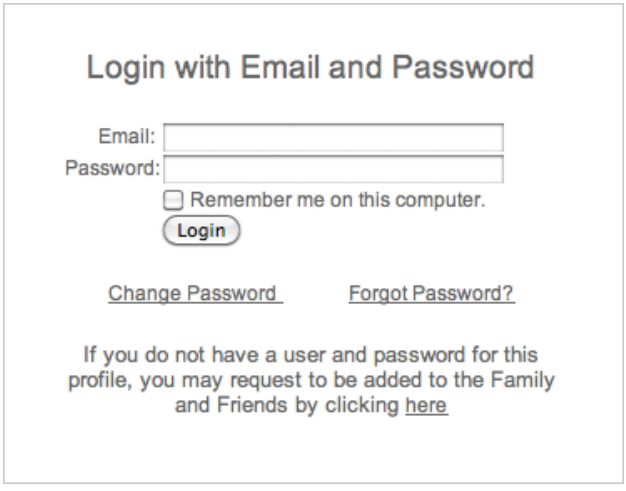
Select a Language

Move your cursor to the Language drop-down at the top right hand of the site.
Select the language of your choice.



How to Login

Click the ***Login*** button from the toolbar at the top right hand of the site.
Enter your ***Email*** and ***Password*** and press ***Login***.
If you have forgotten your password click on Forgot Password and a new one will be emailed to you.
If you would like to change your password, click ***Change Password*** and enter a new one.
If you do not already have a login, you may request to be added to ***Family and Friends.***


Login with Email and Password
Email:
Password:
Remember me on this computer.
Login
Change Password
Forgot Password?
If you do not have a user and password for this profile, you may request to be added to the Family and Friends by clicking here

Change the Font Size

Move your cursor to the font size indicators at the top right hand of the site.
Select to change content to small, medium, or large.

The Administrator Toolbar Page

Site Administrators have access to a toolbar not visible to guests. It is located in the top right corner of the page and allows administrative functionalities.

These include:

My Account Icon: Clicking on this icon will open up a window that allows you to edit and modify your user account information.

Edit Mode Icon: Clicking on this icon allows the Site Administrator to turn Edit mode on or off.

Getting Started Icon: Clicking on this icon brings you to a page that lists the activities that will help you get the memorial up and running.

Administration: Clicking on this icon allows the user to determine privacy settings for the memorial site.

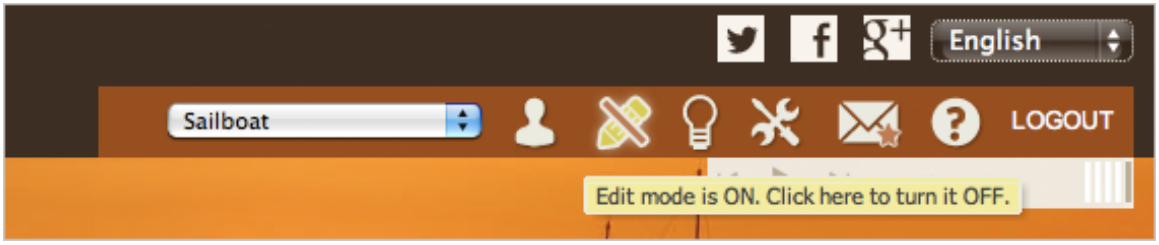
Inbox: The inbox collects messages and shared items contributed by guests pending approval from the Site Administrator.

Help: Clicking on this icon offers guidance on how to successfully navigate the Online Memorial as well as perform all administrative tasks.

LOGOUT **Login/Logout:** Clicking on this icon allows the user to login or logout of the site.

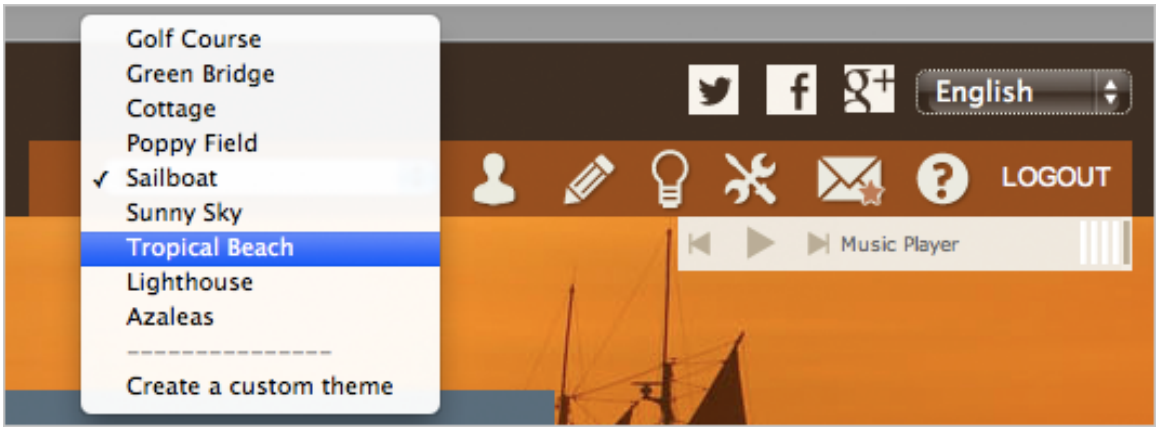
The Administrator Edit Mode Page

Move you cursor to the Administrator Toolbar.
Click the Pencil icon to turn the ***Edit Mode*** ON or OFF.



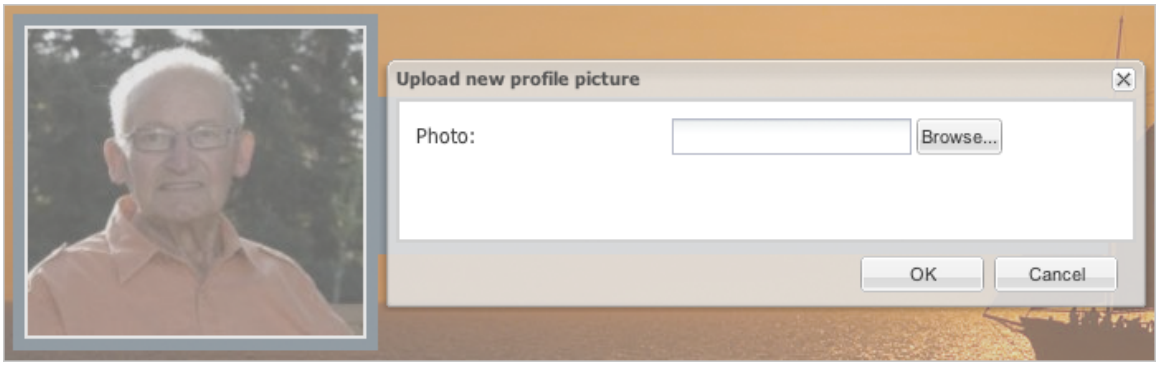
The Administrator Theme Page

Move your cursor to the ***Theme*** drop-down box at the top right of the site.
Select the theme of your choice.



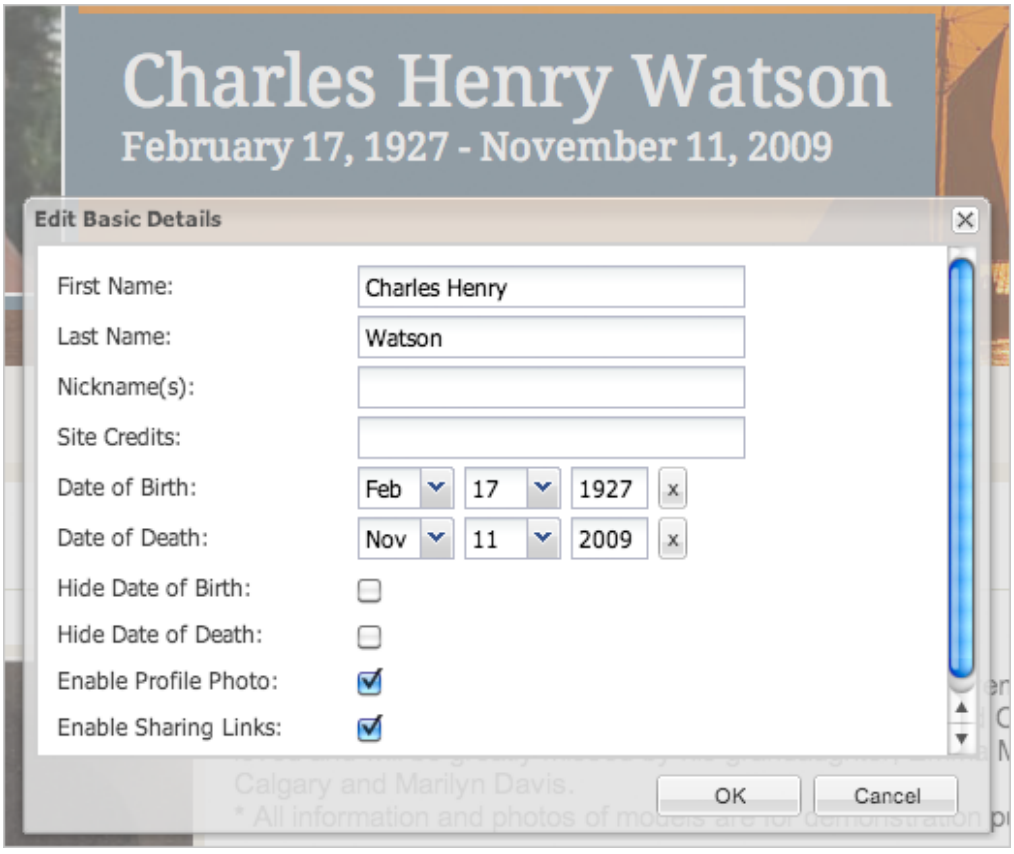
The Administrator Profile Photo Page

Make sure ***Edit Mode*** is set to ON.
Click on the ***Profile Photo.***
Click ***Browse*** and select a new photo from your computer.
Click ***OK*** to save or ***Cancel*** to cancel.
Once the photo is uploaded, press ***OK.***
*If the profile photo is not enabled, click on the ***Name Box*** and check off ***Enable Profile Photo***



Administrator - Edit Basic Details

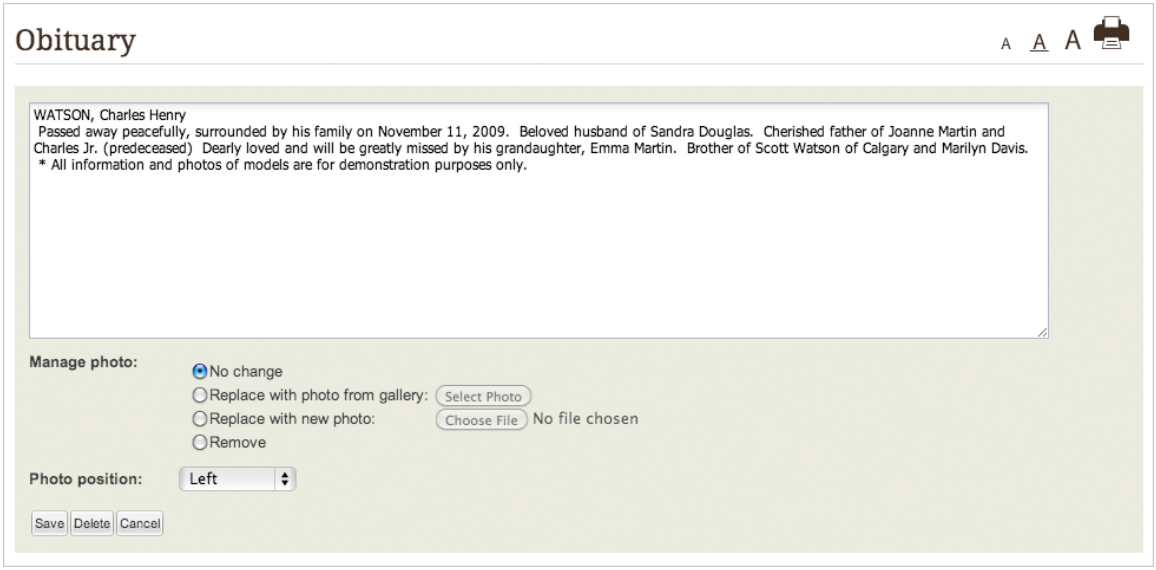
Make sure ***Edit Mode*** is set to ON.
Click on the ***Name Box***.
In the window that appears, make your desired changes.
Click ***OK*** to save or ***Cancel*** to cancel.



Memorial Pages

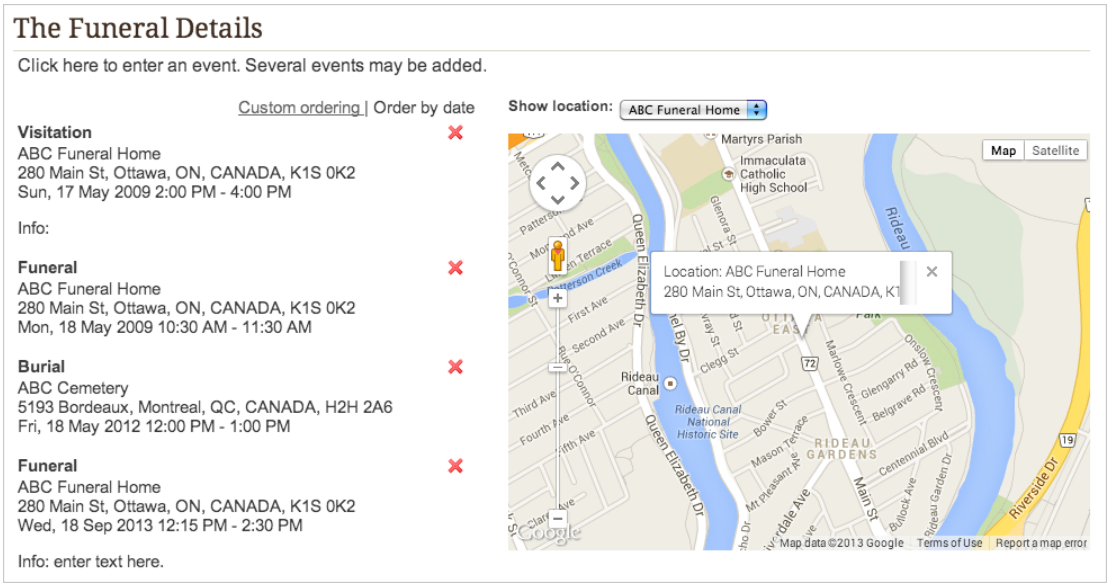
How to Add an Obituary

Make sure ***Edit Mode*** is set to ON.
Click on the ***Obituary*** tab
Click where it says '"click here to enter an Obituary"
Add a new photo, or select one from the gallery, and choose the photo position, if desired.
Once the obituary is complete, click ***Save*** to save the changes or ***Cancel*** to cancel


Obituary
A A A
WATSON, Charles Henry
Passed away peacefully, surrounded by his family on November 11, 2009. Beloved husband of Sandra Douglas. Cherished father of Joanne Martin and Charles Jr. (predeceased) Dearly loved and will be greatly missed by his grandaughter, Emma Martin. Brother of Scott Watson of Calgary and Marilyn Davis.
* All information and photos of models are for demonstration purposes only.
Manage photo:
No change
Replace with photo from gallery:
Select Photo
Replace with new photo:
Choose File
No file chosen
Remove
Photo position:
Left
Save
Delete
Cancel

How to Modify the Funeral Details

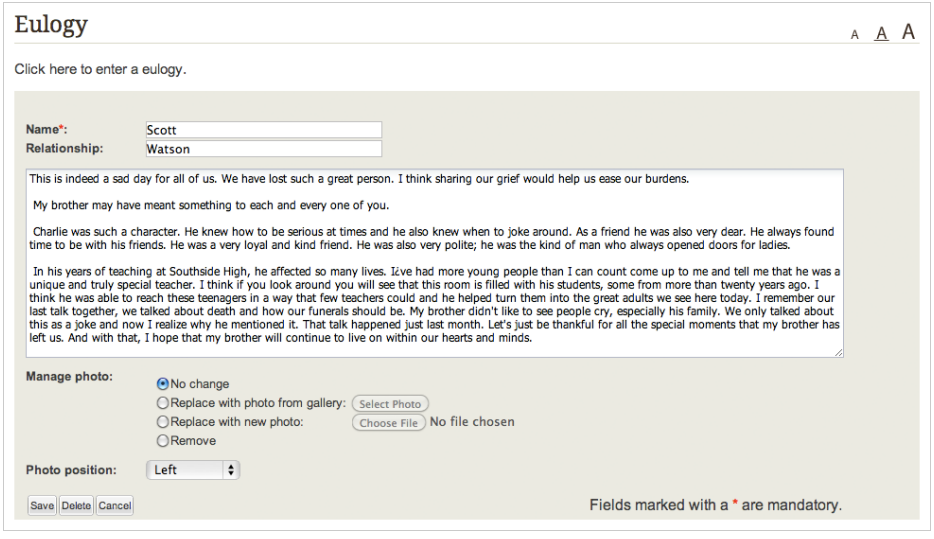
Make sure ***Edit Mode*** is set to ON.
Scroll down to ***Funeral Details*** and click the highlighted instruction directly below it.
In the window that appears, choose the ***Event type*** and ***Location.*** Enter the full address if the vendor location is new.
Select the Date and Time and enter any additional information.
Click ***Save*** to save or ***Cancel*** to cancel.


The Funeral Details
Click here to enter an event. Several events may be added.
Custom ordering | Order by date
Show location: ABC Funeral Home
Visitation
ABC Funeral Home
280 Main St, Ottawa, ON, CANADA, K1S 0K2
Sun, 17 May 2009 2:00 PM - 4:00 PM
Info:
Funeral
ABC Funeral Home
280 Main St, Ottawa, ON, CANADA, K1S 0K2
Mon, 18 May 2009 10:30 AM - 11:30 AM
Burial
ABC Cemetery
5193 Bordeaux, Montreal, QC, CANADA, H2H 2A6
Fri, 18 May 2012 12:00 PM - 1:00 PM
Funeral
ABC Funeral Home
280 Main St, Ottawa, ON, CANADA, K1S 0K2
Wed, 18 Sep 2013 12:15 PM - 2:30 PM
Info: enter text here.
Map
Satellite
Location: ABC Funeral Home
280 Main St, Ottawa, ON, CANADA, K1
Martyrs Parish
Immaculata Catholic High School
Rideau Canal
Rideau Canal National Historic Site
RIDEAU GARDENS
Map data ©2013 Google
Terms of Use
Report a map error

The Eulogy Page

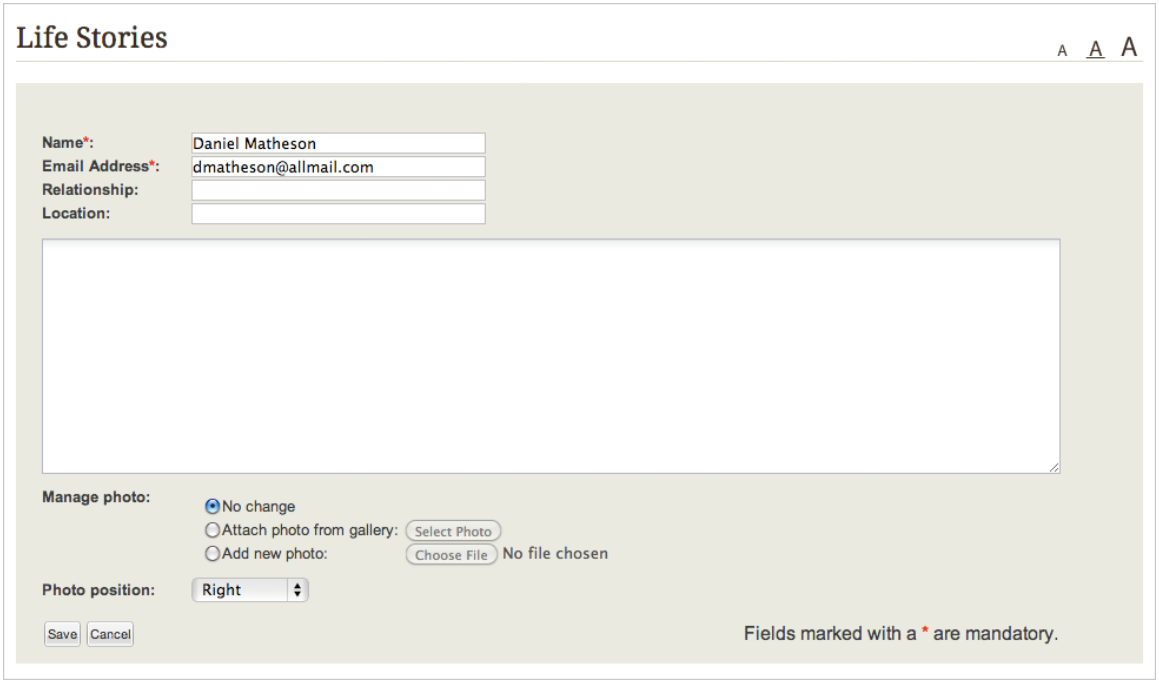
How to Add or Modify a Eulogy

Make sure the ***Edit Mode*** is set to ON.
Click the ***Eulogy*** tab.
You must enter a name and may include the relationship to the deceased.
Enter the Eulogy using free form text. A selection of script styles and editing tools are available.
Add a new photo or select one from the gallery. Choose the photo position if desired.
Click ***Save*** to save or ***Cancel*** to cancel.


Eulogy
A A A
Click here to enter a eulogy.
Name*: Scott
Relationship: Watson
This is indeed a sad day for all of us. We have lost such a great person. I think sharing our grief would help us ease our burdens.
My brother may have meant something to each and every one of you.
Charlie was such a character. He knew how to be serious at times and he also knew when to joke around. As a friend he was also very dear. He always found time to be with his friends. He was a very loyal and kind friend. He was also very polite; he was the kind of man who always opened doors for ladies.
In his years of teaching at Southside High, he affected so many lives. I¿ve had more young people than I can count come up to me and tell me that he was a unique and truly special teacher. I think if you look around you will see that this room is filled with his students, some from more than twenty years ago. I think he was able to reach these teenagers in a way that few teachers could and he helped turn them into the great adults we see here today. I remember our last talk together, we talked about death and how our funerals should be. My brother didn't like to see people cry, especially his family. We only talked about this as a joke and now I realize why he mentioned it. That talk happened just last month. Let's just be thankful for all the special moments that my brother has left us. And with that, I hope that my brother will continue to live on within our hearts and minds.
Manage photo:
No change
Replace with photo from gallery: Select Photo
Replace with new photo: Choose File No file chosen
Remove
Photo position: Left
Save Delete Cancel
Fields marked with a * are mandatory.

How to Add a Life Story

Make sure the ***Edit Mode*** is set to ON.
Click the ***Life Stories*** tab.
Click the ***Add New*** button.
Enter your ***Name*** and ***Email Address***. Include ***Relationship*** and ***Location*** if desired.
Enter the life story text.
Add a new photo or select one from the gallery and choose the photo position if desired.
Click ***Save*** to save or ***Cancel*** to cancel.

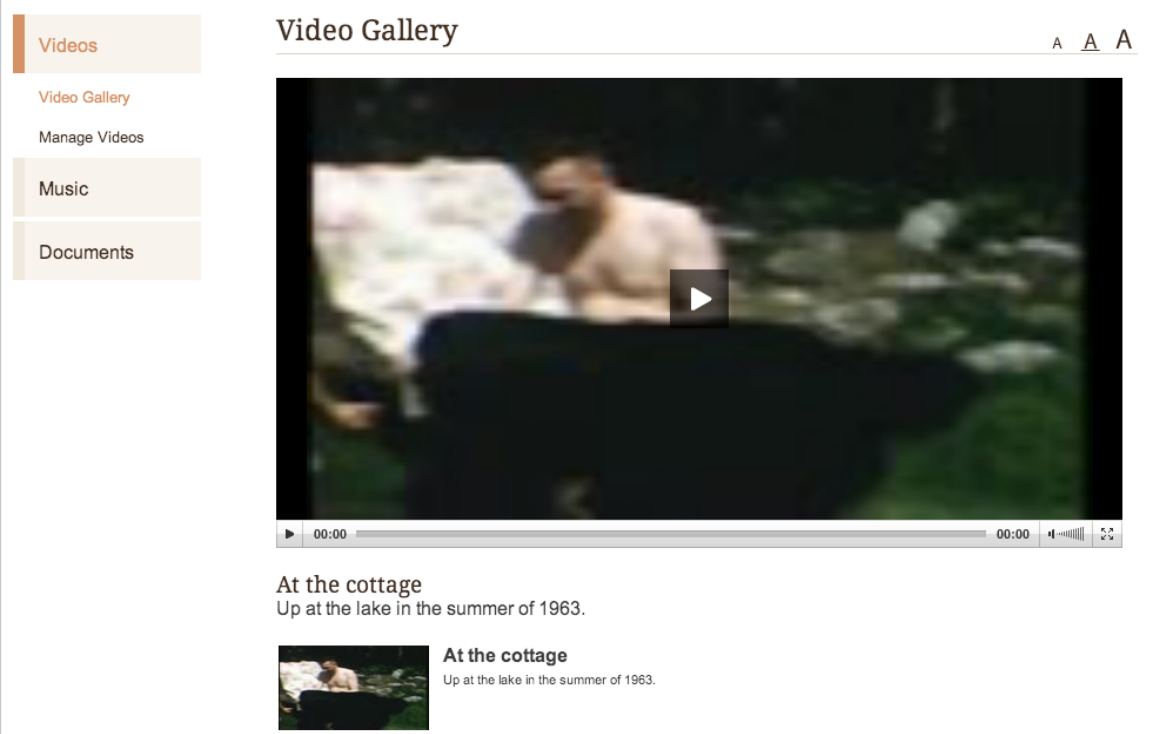


How to Edit an Existing Life Story

Click on an existing life story to edit.
Edit the information and story if necessary.
Click ***Save*** to save or ***Cancel*** to cancel.

How to View Videos

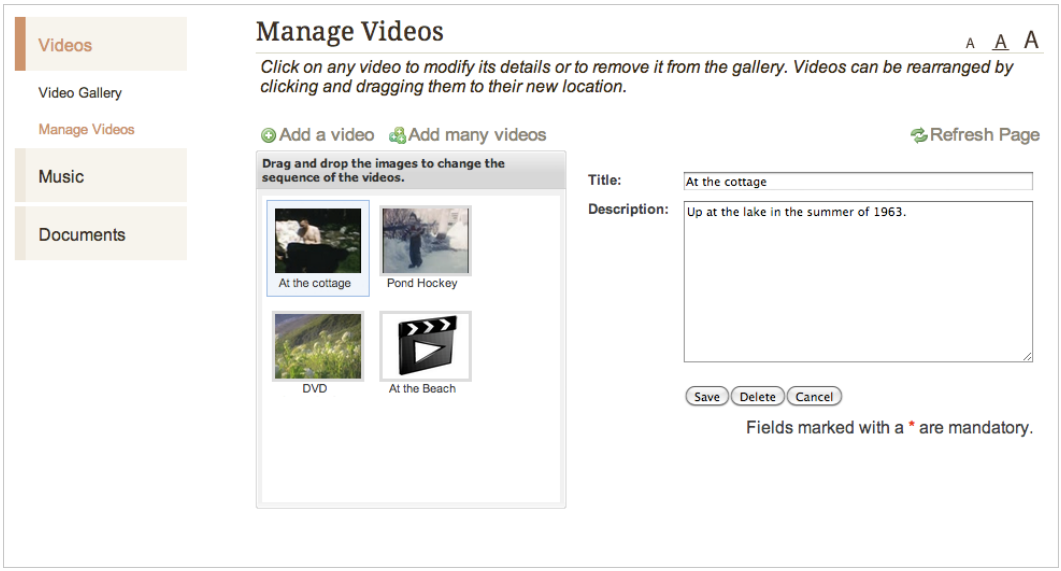
Select the ***Media*** tab.
Play the currently displayed video.
Choose an alternative video from the list of video thumbnails.



How to Add One or Many Videos

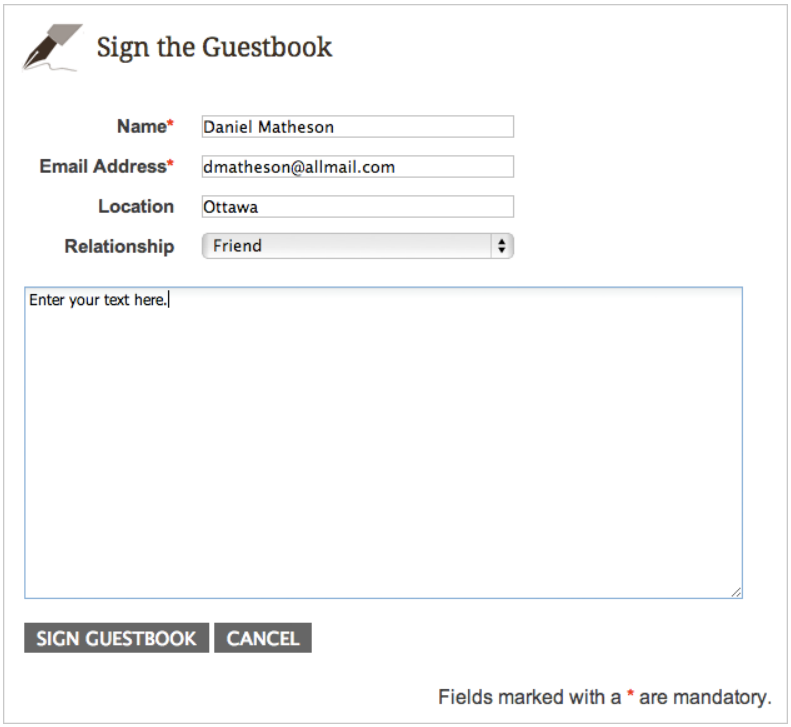
Make sure the ***Edit Mode*** is set to ON.
Click the ***Media*** tab.
Click the ***Manage Videos*** button on the left-side sub-menu.
Click the ***Add a video*** icon. Click the Browse button and select the file from your computer.
Add a Title and Description if desired.
Click the ***Upload Video*** button. A progress bar will tell you when the upload is complete.

To add more then one video, click the ***Add many videos*** icon.
In the window that appears, click the ***Browse*** button and select the files from your computer.
When you have finished adding files, click the ***Upload*** button.
A progress bar will display the uploading process and will inform when it is complete.
*Depending on the number and size of files chosen, this process could take several minutes.



How to Add an Entry to the Guestbook

Click the ***Guestbook*** tab.
Click the ***Contribute*** icon.
Enter your ***Name and Email Address.*** Include ***Relationship*** and ***Location*** if desired.
Enter your guestbook entry.
Click ***Sign Guestbook*** to submit your entry or ***Cancel*** to cancel.

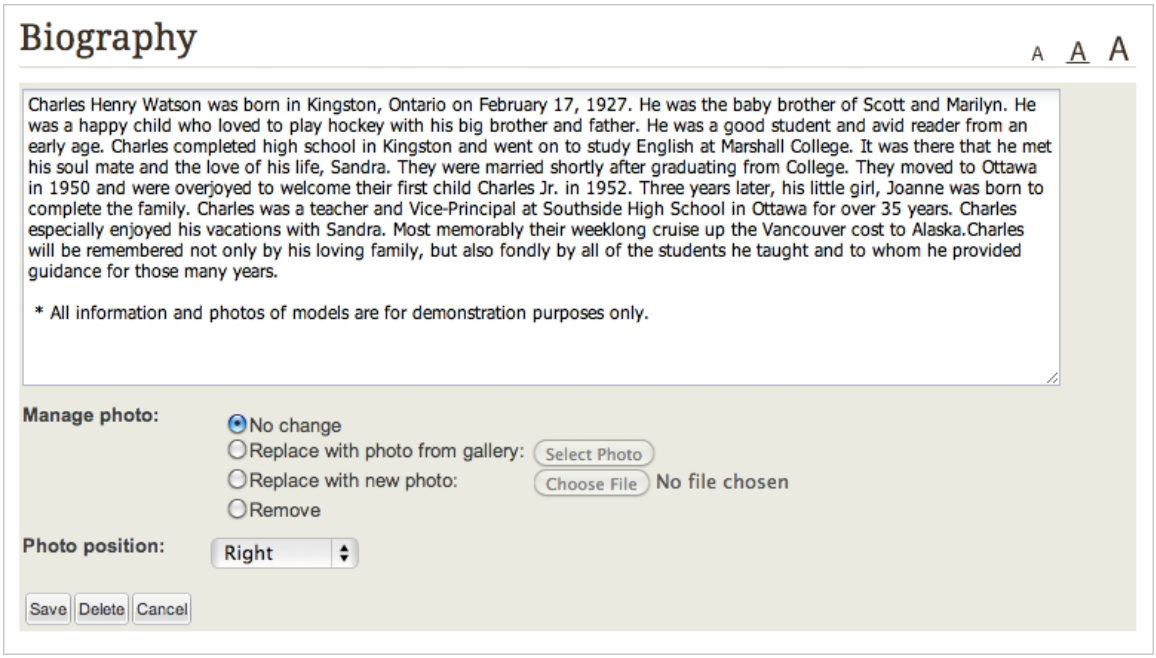


How to Edit an Existing Guestbook Entry

Click on the guestbook entry you wish to edit.
Edit the information and/or message.
Click ***Save*** to save or ***Cancel*** to cancel.

How to Add the Biography

Make sure the **Edit Mode** is set to ON.
Click the **Biography** tab.
Click underneath the heading where it says “Click here to enter a biography”
Enter the Biography.
Add a photo or select one from the gallery and choose the photo position if desired.
Click **Save** to save or **Cancel** to cancel.

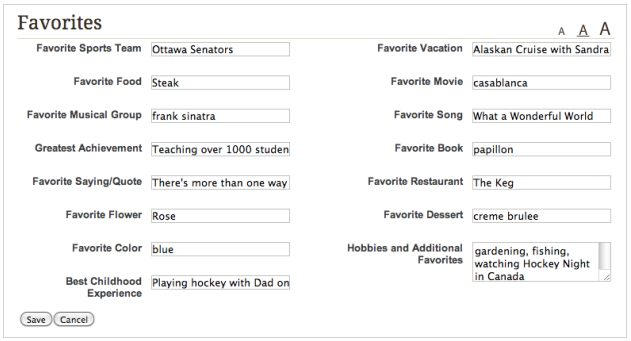

Biography
A A A
Charles Henry Watson was born in Kingston, Ontario on February 17, 1927. He was the baby brother of Scott and Marilyn. He was a happy child who loved to play hockey with his big brother and father. He was a good student and avid reader from an early age. Charles completed high school in Kingston and went on to study English at Marshall College. It was there that he met his soul mate and the love of his life, Sandra. They were married shortly after graduating from College. They moved to Ottawa in 1950 and were overjoyed to welcome their first child Charles Jr. in 1952. Three years later, his little girl, Joanne was born to complete the family. Charles was a teacher and Vice-Principal at Southside High School in Ottawa for over 35 years. Charles especially enjoyed his vacations with Sandra. Most memorably their weeklong cruise up the Vancouver cost to Alaska.Charles will be remembered not only by his loving family, but also fondly by all of the students he taught and to whom he provided guidance for those many years.
* All information and photos of models are for demonstration purposes only.
Manage photo:
No change
Replace with photo from gallery:
Select Photo
Replace with new photo:
Choose File
No file chosen
Remove
Photo position:
Right
Save
Delete
Cancel

How to Edit the Biography

Click on the guestbook entry you wish to edit.
Edit the information and/or biography
Click Save to save or ***Cancel*** to cancel.

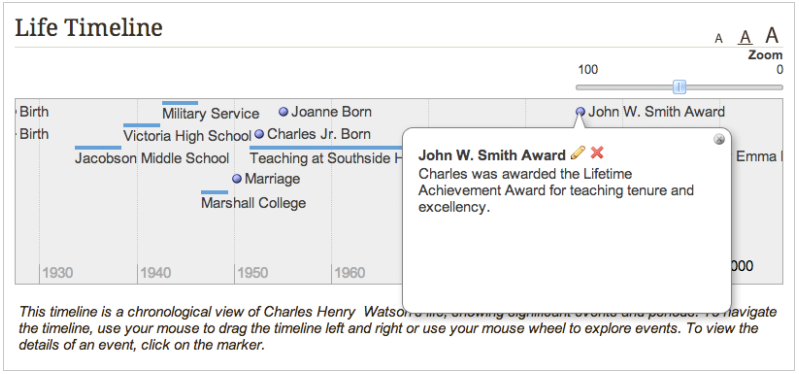
How to Add or Modify the Favourites

Make sure the ***Edit Mode*** is set to ON.
Click the ***Biography*** tab.
Click on the ***Favourites*** on the left-side sub-menu.
Click where it says " click here to enter favorites". Information can be updated on all topics.
A field left blank will be omitted. Once the information is complete, click ***Save*** to save or ***Cancel*** to cancel.



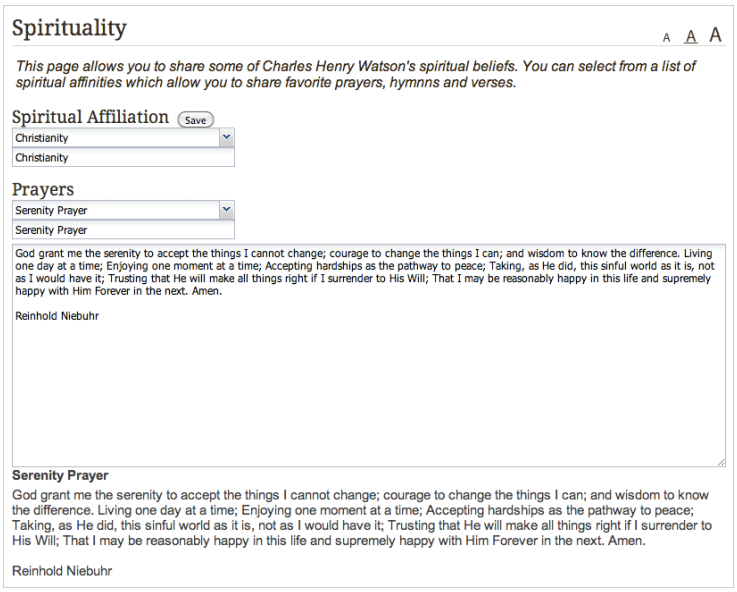
How to Add or Modify the Timeline

Make sure the **Edit mode** is set to ON.
Click the **Biography** tab.
Click on the **Timeline** tab on the left-side sub-menu.
Choose from a selection of templates, use a blank one, or click to modify an event.
Select a **Title** and **Description** for the event.
Select a month and day from the drop down menus and then manually enter the year.
You can modify an existing Timeline by clicking on the event in the timeline.
Click on the pencil icon to modify the information.
Click **Save** to update the changes, **Delete** to remove the event or **Cancel** to Cancel
Click **Save** to update the changes,**Delete** to remove the event or **Cancel** to abandon the process.


Life Timeline
A A A
Zoom
100
0
Birth
Birth
Military Service
Joanne Born
John W. Smith Award
Victoria High School
Charles Jr. Born
Jacobson Middle School
Teaching at Southside H
Emma
Marriage
Marshall College
John W. Smith Award
Charles was awarded the Lifetime Achievement Award for teaching tenure and excellency.
1930
1940
1950
1960
000
This timeline is a chronological view of Charles Henry Watson's life, showing significant events and periods. To navigate the timeline, use your mouse to drag the timeline left and right or use your mouse wheel to explore events. To view the details of an event, click on the marker.

How to Add the Spirituality

Make sure the ***Edit mode*** is set to ON.
Click the ***Biography*** tab.
Click on the ***Spirituality*** tab in the left-side sub-menu.
Select a ***Spiritual Affiliation*** from the drop-down menu, or select ***None*** to remove it.
Choose a quote from each section or write your own.
Topics that are left blank will not be shown on the memorial.
Click ***Save*** to complete the process.


Spirituality
A A A
This page allows you to share some of Charles Henry Watson's spiritual beliefs. You can select from a list of spiritual affinities which allow you to share favorite prayers, hymnns and verses.
Spiritual Affiliation
Save
Christianity
Christianity
Prayers
Serenity Prayer
Serenity Prayer
God grant me the serenity to accept the things I cannot change; courage to change the things I can; and wisdom to know the difference. Living one day at a time; Enjoying one moment at a time; Accepting hardships as the pathway to peace; Taking, as He did, this sinful world as it is, not as I would have it; Trusting that He will make all things right if I surrender to His Will; That I may be reasonably happy in this life and supremely happy with Him Forever in the next. Amen.
Reinhold Niebuhr
Serenity Prayer
God grant me the serenity to accept the things I cannot change; courage to change the things I can; and wisdom to know the difference. Living one day at a time; Enjoying one moment at a time; Accepting hardships as the pathway to peace; Taking, as He did, this sinful world as it is, not as I would have it; Trusting that He will make all things right if I surrender to His Will; That I may be reasonably happy in this life and supremely happy with Him Forever in the next. Amen.
Reinhold Niebuhr

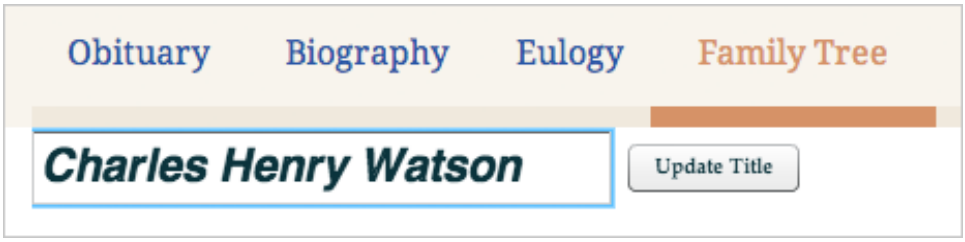
How to Edit the Spirituality

Click on the entry you wish to edit.
Edit the information.
Click Save to save.

The Family Tree Page

How to Change the Family Tree Title

Make sure the ***Edit Mode*** is set to ON.
Select the ***Family Tree*** tab.
Move your cursor to the ***Title Field***.
Enter a new title.
Click the ***Update Title*** button.



How to Add a Person

Make sure the ***Edit Mode*** is set to ON.
Select the ***Family Tree*** tab.
Move your cursor to the ***Profile Box*** of the person you wish to add a relationship to.
Click the ***Add*** button.
Click the appropriate relationship button.
Enter the person's details and location.
Click ***Save*** to save or ***Cancel*** to cancel.

How to Edit a Person

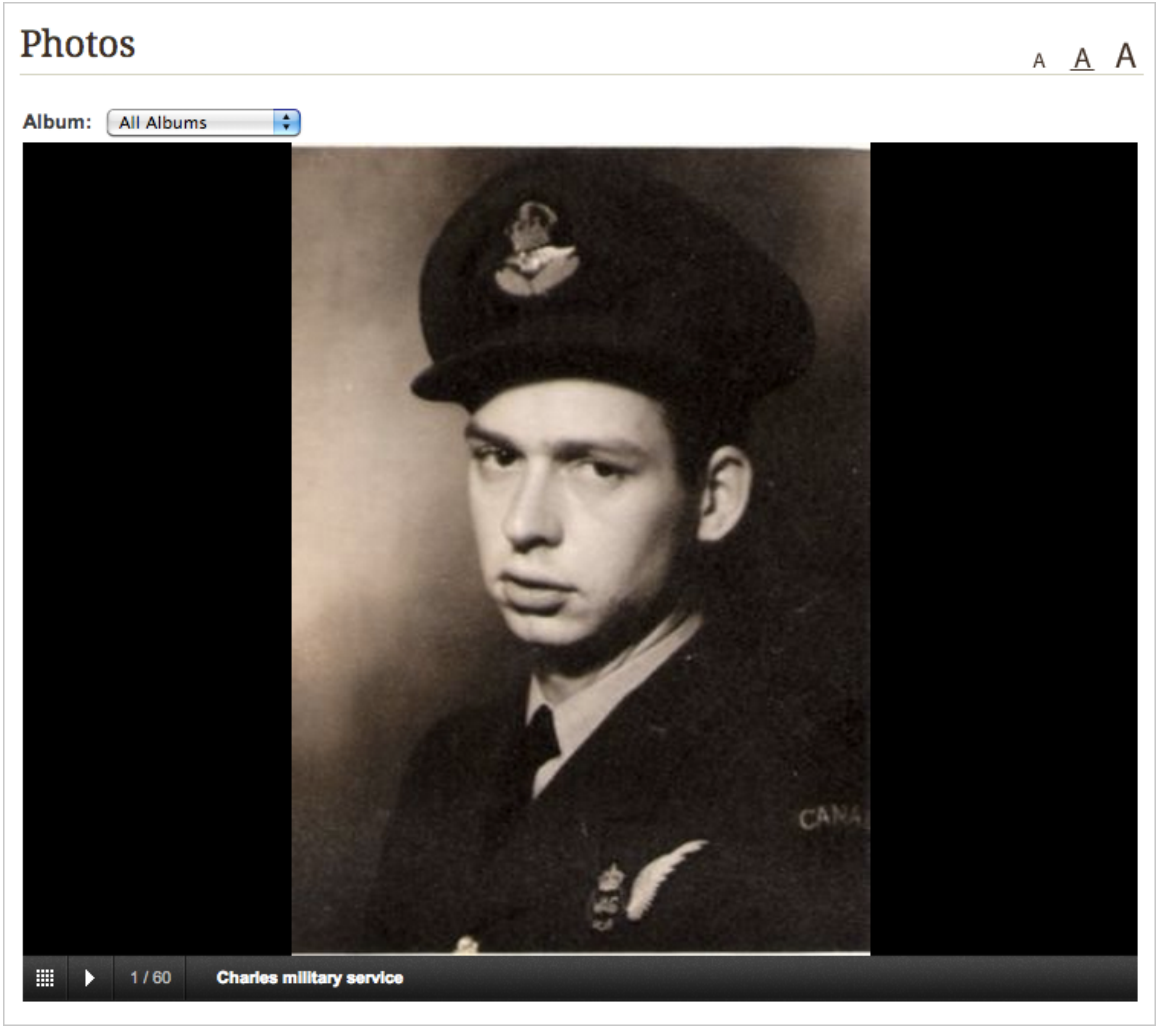
Make sure the ***Edit Mode*** is set to ON.
Select the ***Family Tree*** tab.
Move your cursor to the ***Profile Box*** of the person you wish to add a relationship to.
Click the ***Edit*** button.
Make your desired changes.
Click ***Save*** to save or ***Cancel*** to cancel.

How to Delete a Person

Make sure the ***Edit Mode*** is set to ON.
Select the ***Family Tree*** tab.
Move your cursor to the ***Profile Box*** of the person you wish to delete.
Click the ***Delete*** button.
Click ***Save*** to save or ***Cancel*** to cancel.

How to View Photos

Select the **Photos** tab.
To view all the photos, click on the thumbnail icon at the bottom left.
Click a thumbnail image to view the photo enlarged.



How to Manage Photos (organize album, modify or delete)

Make sure the ***Edit Mode*** is set to ON.
Click the ***Photos*** tab.
Click the ***Manage Photos*** button on the left-side sub-menu.
Select the photo you wish to modify or delete from the thumbnails.
Modify the caption and date for the selected photo and click ***Save*** to update the photo.
You may also choose to remove the photo from your gallery by clicking ***Delete.***
Clicking ***Cancel*** will cancel modifications to the photo.
To view your changes, click on the ***Refresh*** icon to see the
changes you have made.

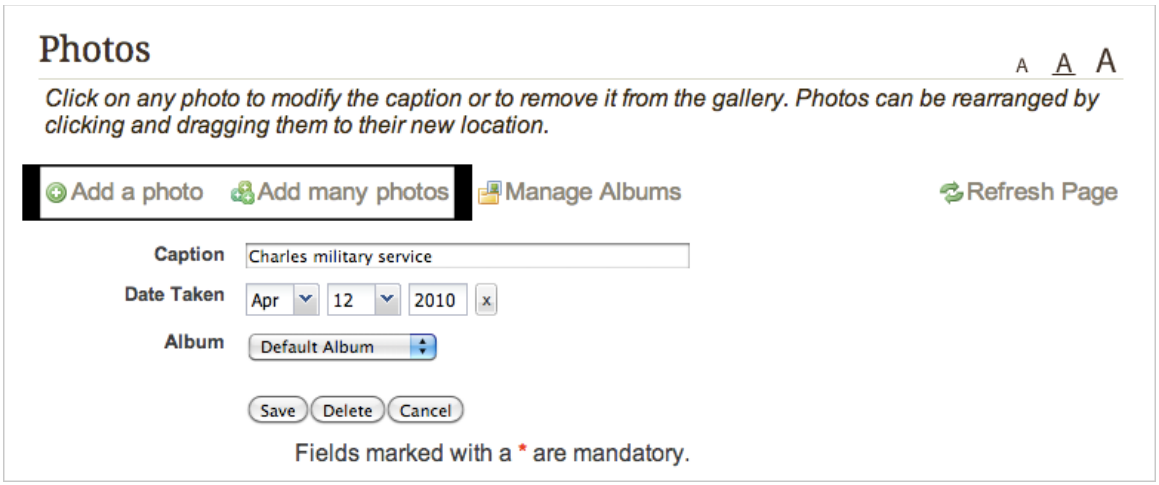
How to organize the album

Make sure the ***Edit Mode*** is set to ON.
Click the ***Photos*** tab.
Click the ***Manage Photos*** button on the left-side sub-menu.
Click and drag the photo in the order you desire.

How to Add One or More Photos

Make sure the ***Edit Mode*** is set to ON.
Click the ***Photos*** tab.
Click the ***Manage Photos*** button on the left-side sub-menu.
Click the ***Add a Photo*** icon.
Click the ***Browse*** button and select the file from your computer.
Add caption and date taken if desired.
Click the ***Upload Photo*** button. A progress bar will tell you when the upload is complete.

To add many photos at once, click the ***Add many photos*** icon.
In the window that appears, click the ***Browse*** button and select the files from your computer.
When you have finished adding files, click the ***Upload*** button.
A progress bar will display the uploading process and inform you when it is complete.
Depending on the number and size of files chosen, this process could take several minutes.



How to Create a Photo Album

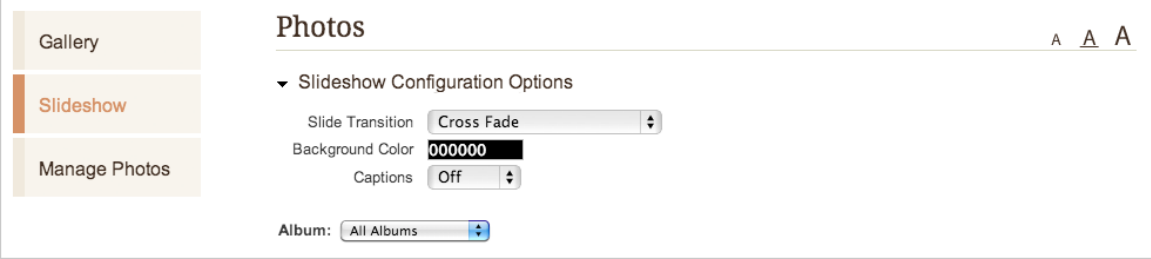
Make sure ***Edit Mode*** is set to ON.
Select the ***Photos*** tab.
Click on the ***Manage Photos*** tab on the left-side sub-menu.
Click the ***Manage Albums*** sub-menu item.
Enter the ***Album Title*** and ***Description***.
Click ***Save*** to save the album or ***Cancel*** to cancel.
Refresh the page.
Click on a photo and select an album.
Click ***Save*** to save the photo in the album.

How to View the PC Slideshow

Select the ***Photos*** tab.
Click on the ***Slideshow*** tab on the left-side sub-menu.

How to Configure the Slideshow Settings

Make sure the ***Edit Mode*** is set to ON.
Select the ***Photos*** tab.
Click on the ***Slideshow*** tab on the left-side sub-menu.
Click ***Slideshow Configuration Options***.
Select your desired slideshow settings and preview the slide below.



How to Add Music

Make sure the ***Edit Mode*** is set to ON.
Click the ***Media*** tab.
Click on the ***Music*** tab on the left-side sub-menu.
Click the ***Choose File*** button and select the music from your computer.
Click ***Upload Music*** to add the song to the memorial.

Music
A A A
Song Title
Artist
Administrator Controls
Manage Music
Do you know of a favorite song, or tune that Charlie Henry Watson enjoyed? How about a song that reminds you of him/her? You can upload that song and share it with other viewers of this memorial. Use the share form to select a song in mp3 format to share on this page.
Choose File
No file chosen
Upload Music
Add many songs
Refresh Page

How to Edit the Song Title or Delete the Song

Make sure the ***Edit Mode*** is set to ON.
Click the ***Media*** tab.
Click on the ***Music*** tab on the left-side sub-menu.
Edit the song title and artist by clicking on the pencil icon.
Make the required changes and click on the green check mark to save your changes or the arrow to cancel.
To delete any song from the list, click on the **X** next to the song and confirm the removal of the song.

The Donations Page

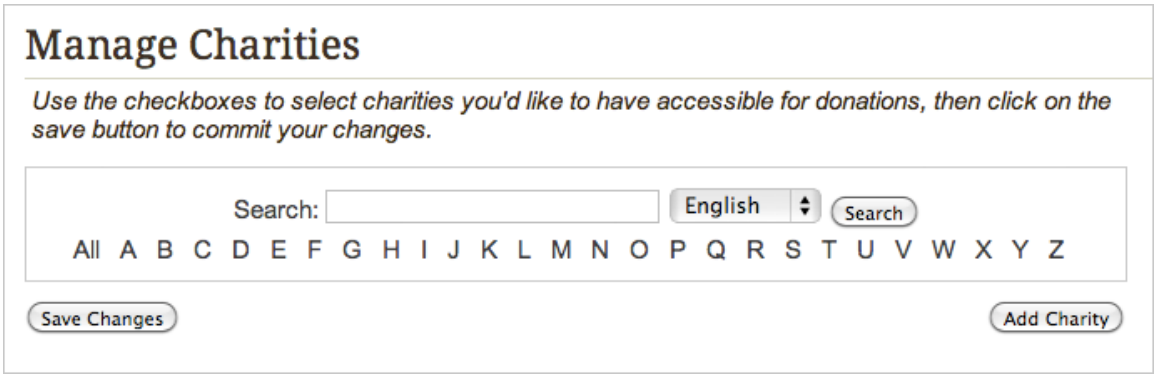
Many people's lives are improved by charitable organizations. Make others aware of the organizations that your loved one supported.

How to Add or Delete a Charity

Make sure the ***Edit Mode*** is set to ON.
Click the ***Contribute*** tab.
Click on **Make a Donation**
Click on the ***Manage Charities*** tab in the left-side sub-menu.
Check the box next to the charity of your choice.

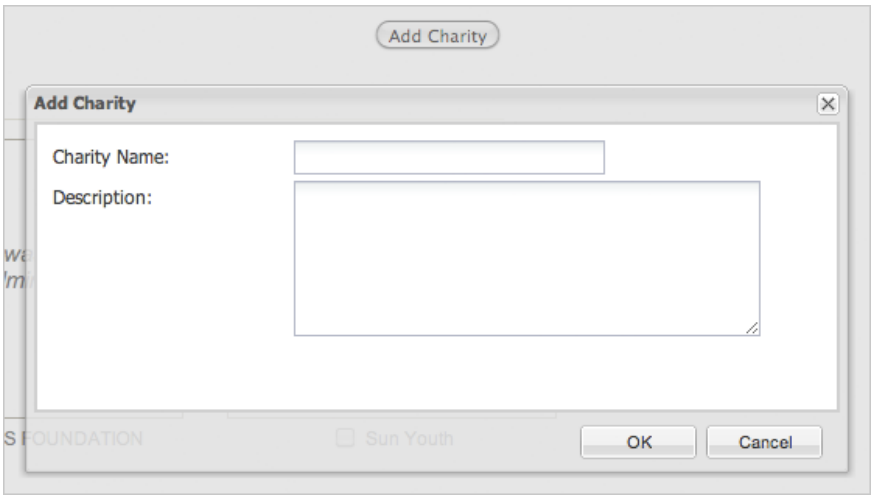
Click **Save Changes**.

To delete a charity follow the steps above, uncheck the charity you wish to delete and click **Save Changes**.


Manage Charities
Use the checkboxes to select charities you'd like to have accessible for donations, then click on the save button to commit your changes.
Search:
English
Search
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Save Changes
Add Charity

How to Add a Custom Charity

Make sure the ***Edit Mode*** is set to ON.
Click the ***Contribute*** tab.
Click on ***Make a Donation***
Click on the ***Manage Charities*** tab in the left-side sub-menu.
Click on the ***Add Charity*** button.
Fill in the information of the new charity.
Click ***OK*** to add the charity or ***Cancel*** to cancel.
Click ***Save Changes***.



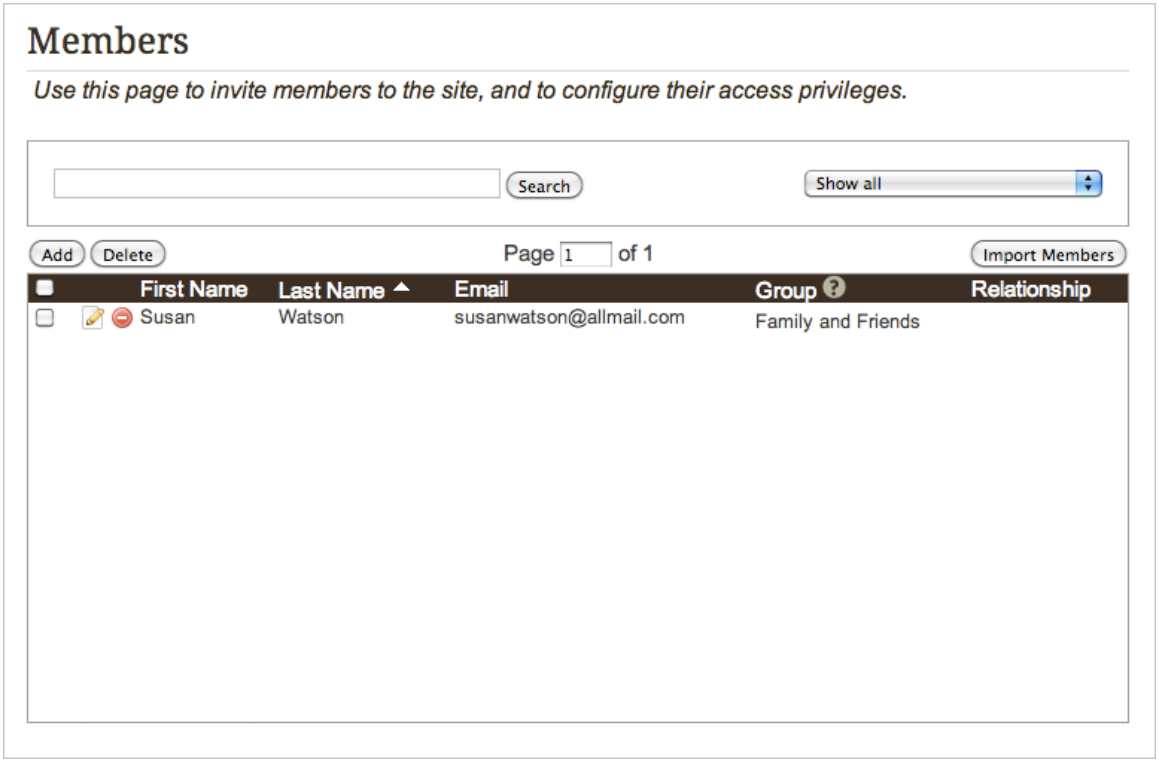
How to View Donations Made

Make sure the ***Edit Mode*** is set to ON.
Click the ***Contribute*** tab
Click the ***Donations*** tab in the left-side sub-menu.
Click the ***View Donations Made*** tab.

Notifications

How to Import Members

Move your cursor to the Administration Toolbar.
Click the ***Administration*** icon.
Click on the ***Members*** tab in the left-side sub-menu.
Click on ***Import Members***.
Click ***Browse*** to choose contacts to be imported from your computer.
Choose the contact you wish to import.
Click ***Next***. A progress bar will indicate when it is complete.
Specify the column positions and click ***Next***.
Check which contacts you wish to import and click ***Import.***
Click ***Done*** when process has completed.



How to Add a Guest to the Members list

Move your cursor to the Administration Toolbar.
Click the ***Administration*** icon.
Click on ***Members*** in the left-side sub-menu.
Click on the ***Add*** button.
Fill in the required fields with the contacts information.
When done, click the ***OK*** button.

How to Delete a Guest from the Members list

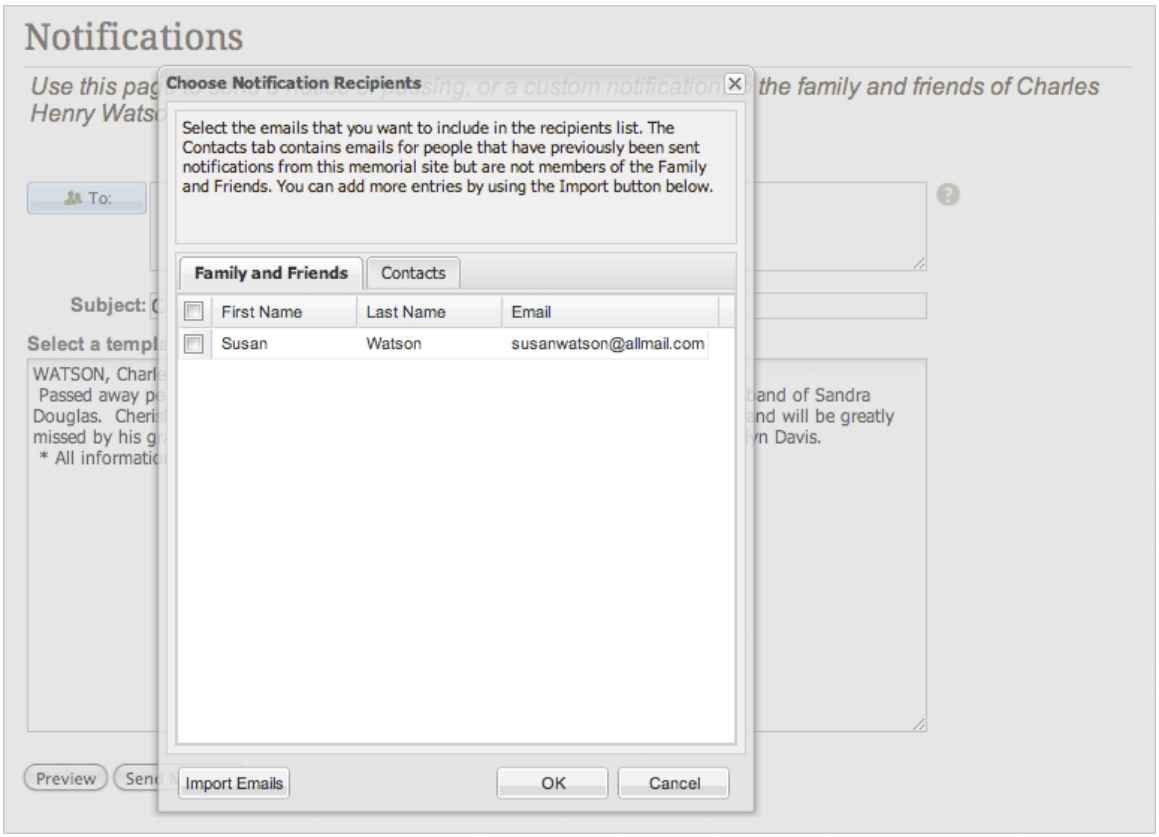
Move your cursor to the Administration Toolbar.
Click the ***Administration*** icon.
Click on ***Members*** in the left-side sub-menu.
Select the contact you wish to delete.
Click the ***Delete*** button.
When done, click the ***Yes*** button.

How to Edit a Guest in the Members list

Move your cursor to the Administration Toolbar.
Click the ***Administration*** icon.
Click on ***Members*** in the left-side sub-menu.
Click on the edit icon beside the contact you wish to edit.
Check the ***Contact*** designation to edit the details.
Edit the contact's info accordingly.
When done, press the ***OK*** button.

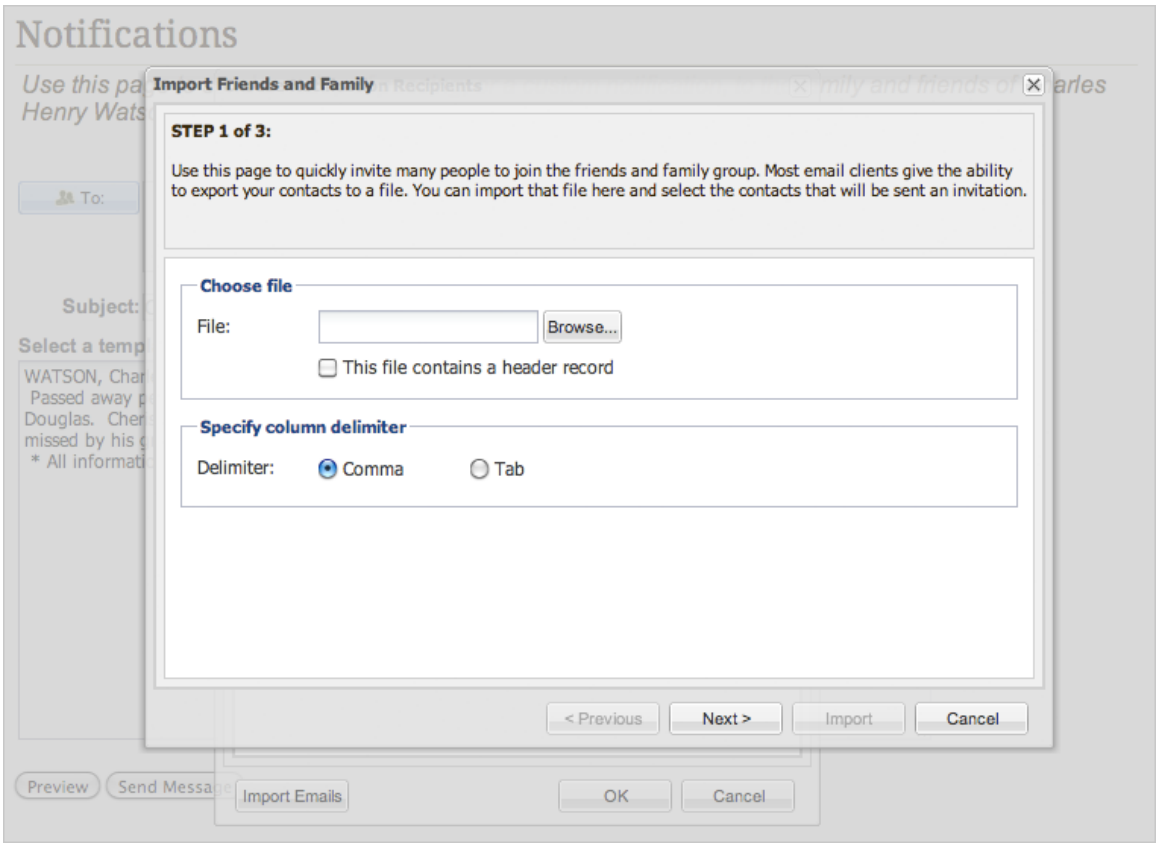
How to Select Mail Recipients

Move your cursor to the Administration Toolbar.
Click the ***Administration*** icon.
Click on ***Notifications*** in the left-side sub-menu.
Click on the ***To:*** button.
In the window that appears, check the box of each recipient to add.
You may add from both the ***Family and Friends*** tab and the ***Contacts*** tab.
Click ***OK*** when finished.


Notifications
Choose Notification Recipients
Select the emails that you want to include in the recipients list. The Contacts tab contains emails for people that have previously been sent notifications from this memorial site but are not members of the Family and Friends. You can add more entries by using the Import button below.
Family and Friends
Contacts
First Name
Last Name
Email
Susan
Watson
susanwatson@allmail.com
Import Emails
OK
Cancel
To:
Subject:
Preview

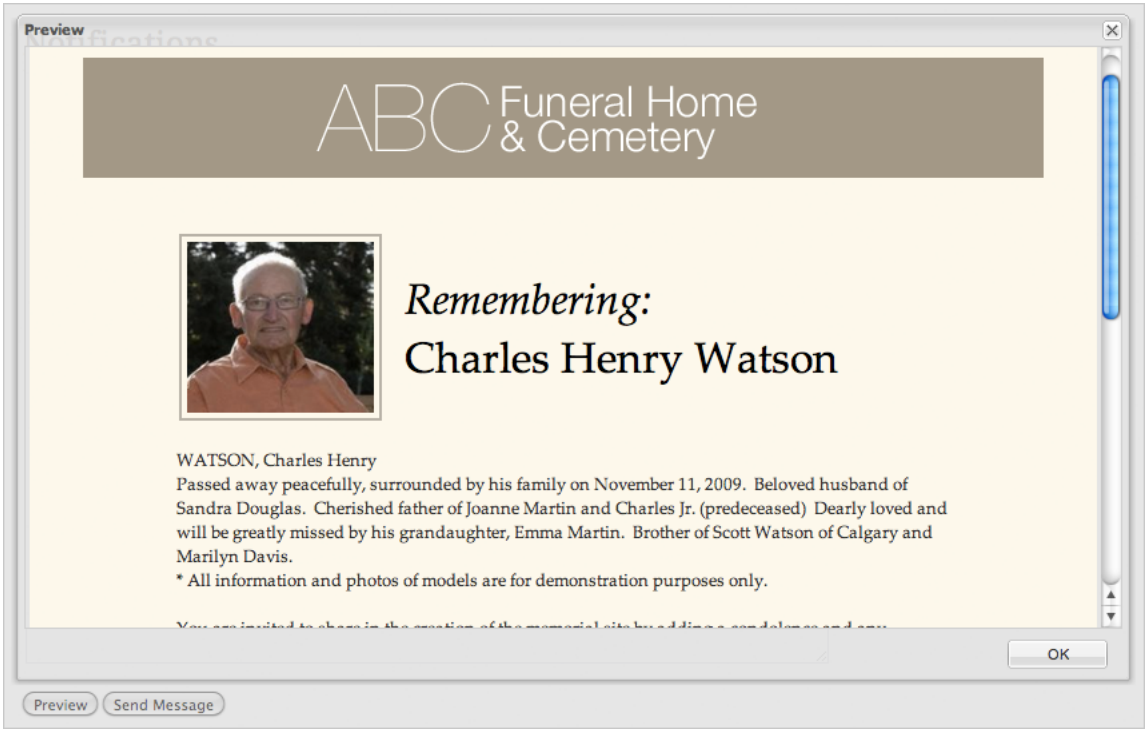
How to Import Guest for Notifications

Move your cursor to the Administration Toolbar.
Click the ***Administration*** icon.
Click on ***Notifications*** in the left-side sub-menu.
Click on the ***To:*** button.
In the window that appears, click the ***Import Emails*** button.
Click the ***Browse*** button to select contacts from your computer.
Different email programs offer different options for exporting contacts.
Please refer to your email program for instructions.
Choose the contact you wish to import.
Specify whether the file uses a ***Comma*** or ***Tab*** delimiter, and click the ***Next***button.
Complete the importing process.

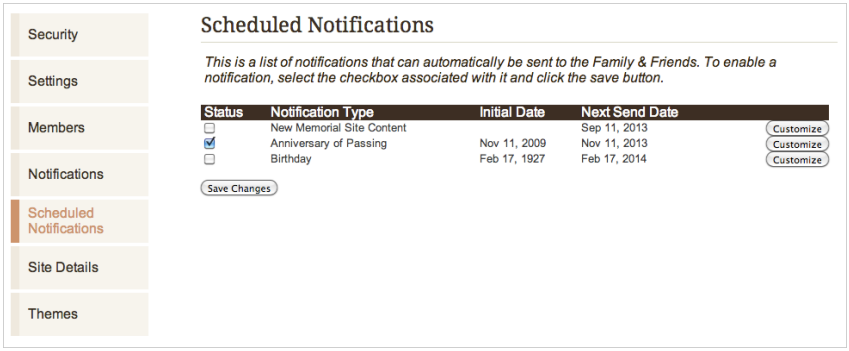


How to Select a Template and Preview the Message

Move your cursor to the Administration Toolbar.
Click the ***Administration*** icon.
Click on ***Notifications*** in the left-side sub-menu.
Beside Select a Template, choose ***Notice of Passing*** for the default message or ***Blank*** to write your own.
Click the ***Preview*** button to preview your message.
Click ***Send*** to send your message.


Preview
ABC Funeral Home & Cemetery
Remembering:
Charles Henry Watson
WATSON, Charles Henry
Passed away peacefully, surrounded by his family on November 11, 2009. Beloved husband of Sandra Douglas. Cherished father of Joanne Martin and Charles Jr. (predeceased) Dearly loved and will be greatly missed by his grandaughter, Emma Martin. Brother of Scott Watson of Calgary and Marilyn Davis.
* All information and photos of models are for demonstration purposes only.
OK
Preview
Send Message

Setting Scheduled Notifications



How to Send a New Content Notice

Move your cursor to the Administration Toolbar.
Click the ***Administration*** icon.
Click on ***Scheduled Notifications*** in the left-side sub-menu.
Check the box next to New Memorial Site Content.
Click ***Save Changes***.
To customize the notification, click the ***Customize*** button and enter your own personalized message.
Click the ***Preview*** button to preview the message.
Click ***OK*** to save or ***Cancel*** to cancel.

How to Send a Birthday Notice

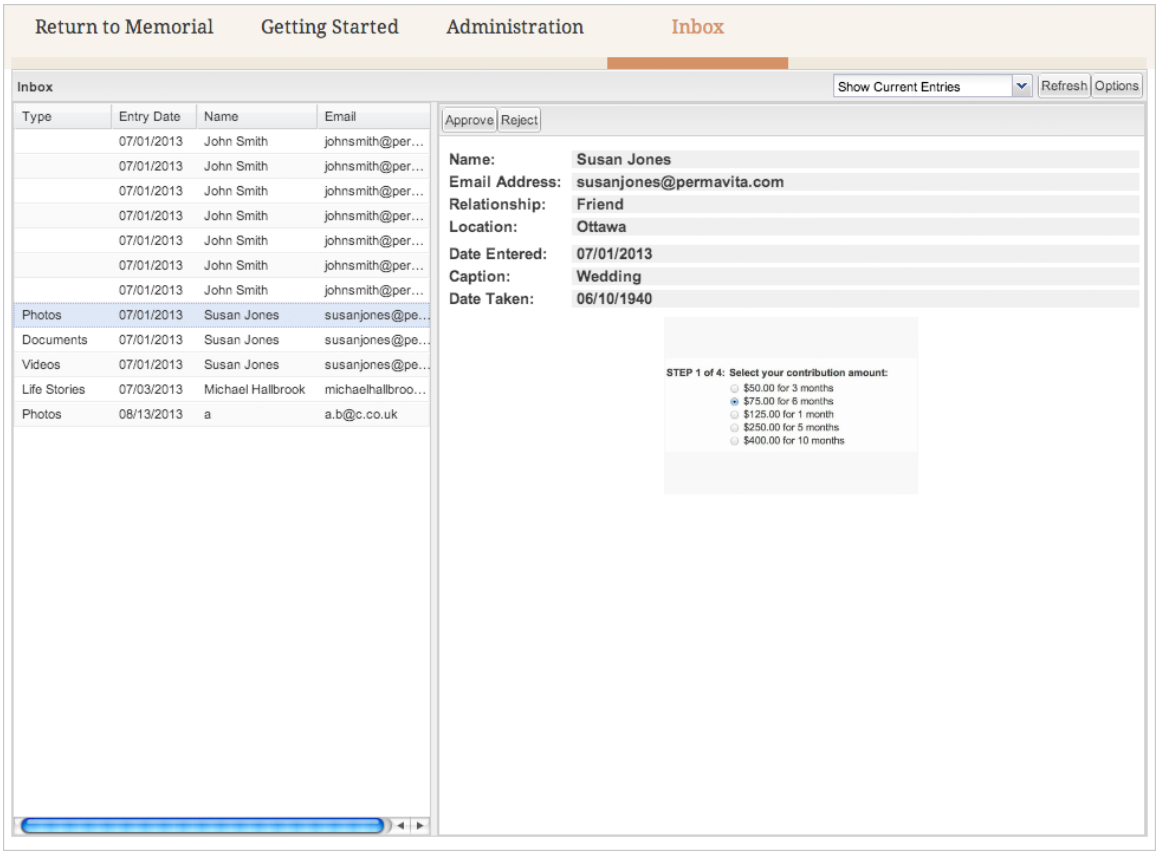
Move your cursor to the Administration Toolbar.
Click the ***Administration*** icon.
Click on ***Scheduled Notifications*** in the left-side sub-menu.
Check the box next to Birthday.
Click ***Save Changes***.
To customize the notification, click the ***Customize*** button and enter your own personalized message.
Click the ***Preview*** button to preview the message.
Click ***OK*** to save or ***Cancel*** to cancel.

How to Send an Anniversary of Passing Notice

Move your cursor to the Administration Toolbar.
Click the ***Administration*** icon.
Click on ***Scheduled Notifications*** in the left-side sub-menu.
Check the Anniversary of Passing box.
Click ***Save Changes***.
To customize the notification, click the ***Customize*** button and enter your personalized message.
Click the ***Preview*** button to preview the message.
Click ***OK*** to save or ***Cancel*** to cancel.

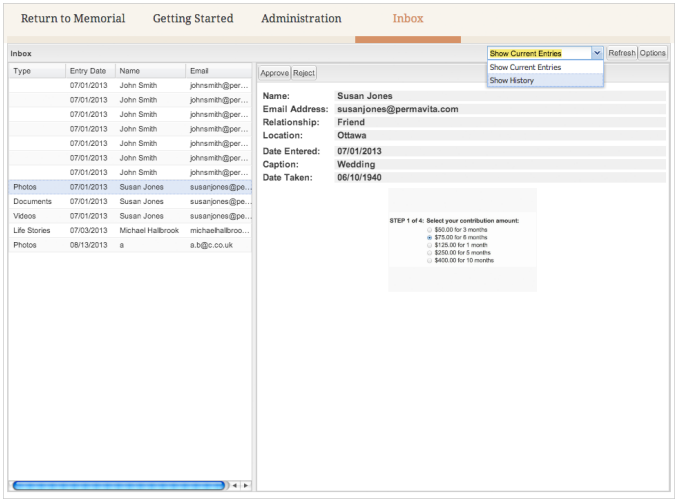
How to Accept or Reject a tribute

Move your cursor to the Administration Toolbar.
Click on the ***Inbox*** icon.
Click on a message to display it in the right side window.
To accept the content, click the ***Approve*** button.
To reject the content, click the ***Reject*** button.



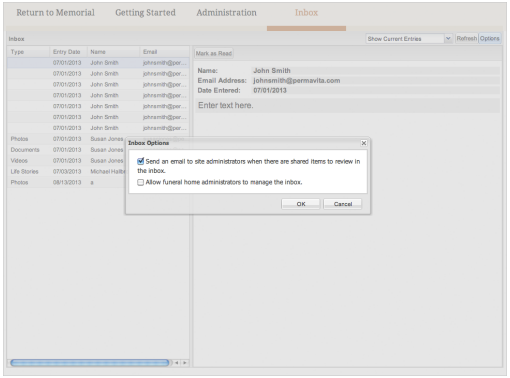
How to Show Inbox History

Move your cursor to the Administration Toolbar.
Click on the ***Inbox*** icon.
Click the drop-down box on the top of the right pane and select ***Show History.***
Click on a message to view it on the right.



How to Set the Email Notification Options

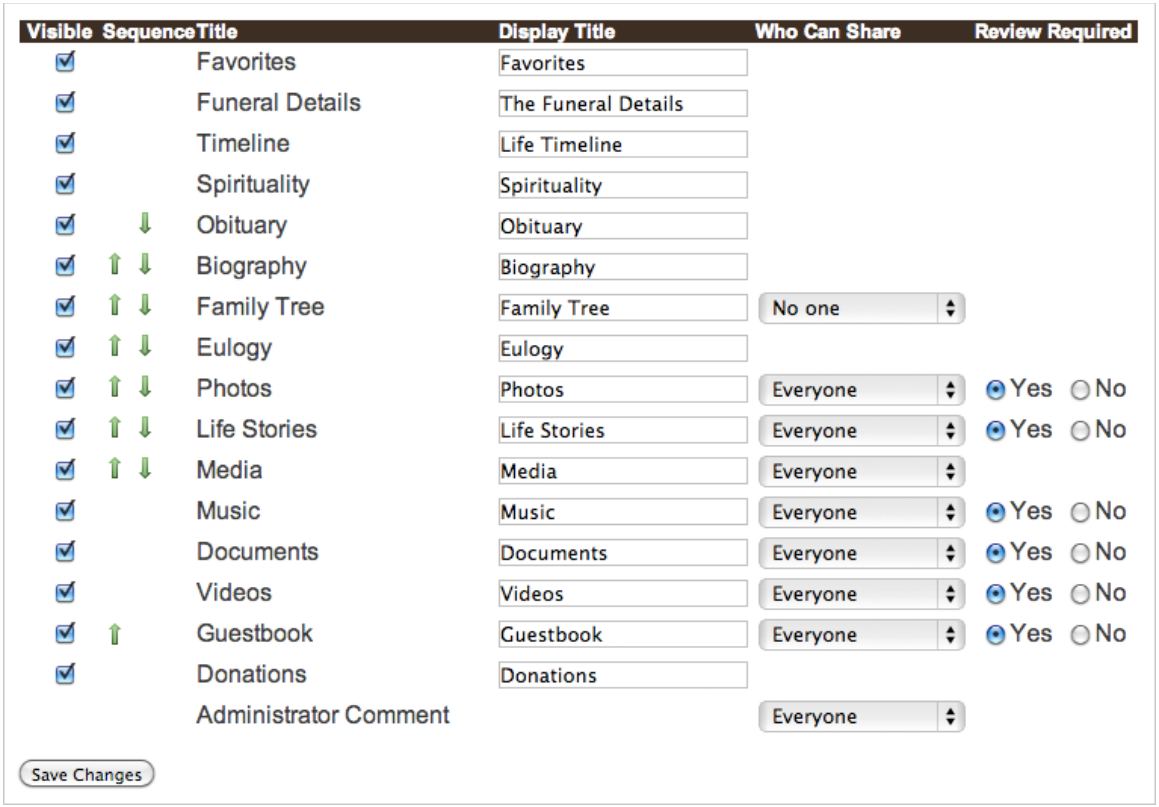
Move your cursor to the Administration Toolbar.
Click the ***Inbox*** icon.
Click the ***Options*** button at the top of the right pane window.
In the window that appears, check to send an email when shared items are in your inbox available for review.
Click ***OK*** to save or ***Cancel*** to cancel.



Administration

Tab Titles and Sequence

You can personalize the way that pages are displayed on your Memorial Site. Visibility, sequence, and display title can all be modified at the Site Administrator's discretion.



How to Edit Tab Visibility

Move your cursor to the Administration Toolbar.
Click the ***Administration*** icon.
Check the boxes next to the tabs that you wish to be visible.
Uncheck those that you wish to be hidden.
Click ***Save Changes***.

How to Change the Tab Sequence

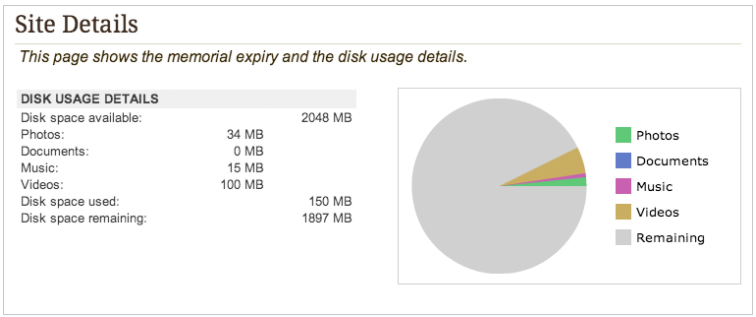
Move your cursor to the Administration Toolbar.
Click the ***Administration*** icon.
Click the Up/Down arrows next to the tabs to reorder the sequence.
Click ***Save Changes***.

How to Edit the Display Titles

Move your cursor to the Administration Toolbar.
Click the ***Administration*** icon.
Click on the ***Display Title*** you wish to edit and enter the new title.
Click ***Save Changes***.

How to View Disk Space Usage

Move your cursor to the Administration Toolbar.
Click the ***Administration*** icon.
Click on ***Site Details*** in the left-side sub-menu.
View the disk space usage and details.



How to View the Memorial Expiry Info and Details

Move your cursor to the Administration Toolbar.
Click the ***Administration*** icon.
Click on ***Site Details*** in the left-side sub-menu.
View the expiry info and details.

EXPIRY INFO

Memorial expiry date:	May 14, 2023
Days remaining:	3505

EXPIRY DETAILS

Package Name	Duration	Purchase Date	Purchased By
Initial SharingMemories Package	2 weeks	Oct 30, 2012	
10 year	10 years	Nov 13, 2012	

Purchase a Memorial

Select the funeral home/cemetery logo at the top left of the screen to link directly to a provider of our Online Memorials. If you are unable to contact this supplier, please send us an email at support@permavita.com and we will try to accommodate your request in a timely manner.

Contact Us

PermaVita
485 Bank St., Suite 209
Ottawa, ON, Canada
K2P 1Z2
Email: support@permavita.com
Phone: 1-866-670-2738